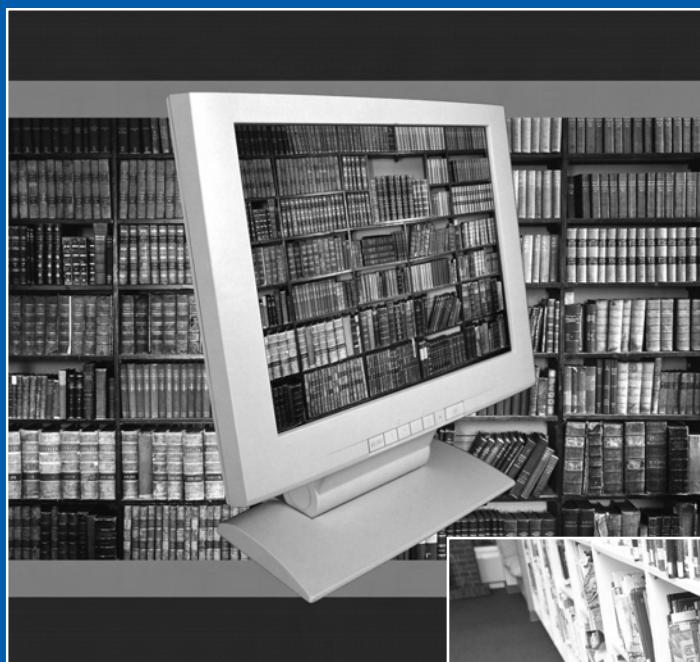


# Standards

## for Missouri School Library Media Centers



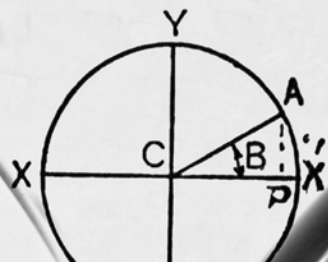
Missouri Department  
of Elementary and  
Secondary Education



Effective July 2008

***"Libraries allow children to ask questions about the world and find the answers. And the wonderful thing is that once a child learns to use a library, the doors to learning are always open."***

***—Laura Bush***



# Table of Contents

Definition of Terms.....	2-3
Resources Standards: Quantitative and Qualitative .....	4
Reference/Nonfiction Collections .....	5
Fiction Collections .....	6
Periodical Collections .....	6-7
Visual Resources .....	8
Electronic Resources.....	8-9
Professional Collections.....	10
Professional Periodicals .....	10
Selection Tools.....	10
Facilities.....	11
Financial Planning and Record Maintenance .....	12
Appendix A .....	13
Overall Evaluation of the Collection.....	13
Alignment with Curriculum .....	13
Student and Teacher Needs .....	13
Dewey Decimal Time-Sensitive Classification Categories .....	14
Appendix B .....	15
Worksheet – Library Media Center Analysis.....	16
Library Media Center (Screen 07) Definitions .....	17-18
Appendix C.....	19
PreK-Grade 3 Quantity Tables .....	20-23
PreK-Grade 6 Quantity Tables .....	24-28
Middle/Jr. High Quantity Tables .....	29-32
High School Quantity Tables.....	33-39
K-12 Quantity Tables .....	40-41
Professional Materials .....	42-43
Missouri School Improvement Program (MSIP) Fourth Cycle Standards and Indicators .....	44

The 2008-2011 Standards for Missouri Library Media Centers replace the 2005–2008 Standards for Missouri Library Media Centers. The revised standards are based on prevailing guidelines promoted in literature, characteristics of educational and library media center (LMC) environments prevalent in the state as reported by educators and, to a limited extent, analysis of the data collected through Core Data.

## Definition of Terms

**ANCILLARY AREAS:** Auxiliary or supplementary areas such as LMC staff office/workroom, equipment storage, conference or seminar rooms, and production facilities. The areas must be under the supervision of the library media specialist (*see page 11*).

**CORE DATA:** A data collection system used by the Department of Elementary and Secondary Education.

**FTE (full-time equivalent):** One FTE = minimum number of hours required by a district to be considered a full-time employee. It is possible to combine part-time employee hours to equal full-time equivalency.

FTE Calculations	
5 days per week	1 FTE
4 days per week	.8 FTE
3 days per week	.6 FTE
2.5 days per week	.5 FTE
2 days per week	.4 FTE
1 day per week	.2 FTE

### Examples:

No. of Staff	Assignment	Days Per Week	No. of FTE
3	5th grade	3 staff – five full days per week	3.0
4	6th grade	2 staff – five full days per week 2 staff – five half days per week	2.0 1.0
5	7th grade	3 staff – five full days per week 2 staff – five half days per week	3.0 1.0
6	Exceptional Education	2 staff – five full days per week 1 staff – five half days per week 1 staff – two full days per week 1 staff – two full days per week + one half day per week 1 staff – one full day per week	2.0 .5 .4 .5 .2
2	Music	1 staff – two full days per week + one half day per week 1 staff – one full day per week + one half day per week	.5 .3
1	Physical Education	1 staff – five full days per week	1.0
1	Art	1 staff – three full days per week + one half day per week	.7
<b>Total FTE</b>			<b>16.1</b>

**LIBRARY MEDIA SPECIALIST (LMS):** For these standards: A Missouri educator who holds a teaching certificate in some field of study and a library media specialist certificate.

**MSIP (Missouri School Improvement Program):** Missouri Department of Elementary and Secondary Education review process requiring all school districts to meet specific standards and show continuous progress in their programs.

**MULTI-PERIODICAL INDEX:** An electronic and/or paper index that identifies the location of articles on various subjects/topics that are published in multiple magazines, journals and/or newspapers.

**READY REFERENCE:** Information sources such as general encyclopedias and dictionaries, almanacs, atlas, etc.

**RESOURCES:** Information stored and available in a variety of formats (books, videos, software, models, art prints/posters, etc.).

**SUPPORT STAFF FTE (full-time equivalent):** A person paid by the building/district to assist the certificated library media specialist in the library media center. This position may have a variety of titles which may include, but is not limited to, clerk, para, secretary. Example: One media clerk is assigned to the library media center three (3) days per week.

FTE Calculations	
5 days per week	1 FTE
4 days per week	.8 FTE
3 days per week	.6 FTE
2.5 days per week	.5 FTE
2 days per week	.4 FTE
1 day per week	.2 FTE

**TIME-SENSITIVE AREAS/COUNTABLE RESOURCES:** Resources containing information that rapidly changes because of the nature of its content. A sub-set of the Dewey Decimal areas has been identified as time sensitive (*see page 14*). It is recommended that at least 70 percent of the items in each of these areas have copyright dates within the most recent 12 years. If copyright dates are older than 12 years, these items cannot be counted in the library media center quantity evaluation. The age of an item is only one of the measures of quality.

**VISUAL RESOURCES:** Items which require equipment to be viewed. Visuals include DVDs, video tapes, slides, digital streaming, etc.

**WORKSTATION:** A desktop or laptop computer used to provide student access to resources. An individual networked computer with peripherals capable of accessing online information in a timely, practical, useful manner.



# Resource Standards: Quantitative and Qualitative

The strength of a library media center program is partially determined by the availability of resources in a variety of formats. Balance among and integration of traditional and electronic resources provides an optimal information environment.

Reading, supported by a variety of media formats, is the foundation for a student's educational success. Books continue to constitute the major holdings of a library media center. Quality of the collection is a more accurate measure of the collection's response to user needs, whereas quantity alone is misleading.

In these standards, quality is addressed on only one dimension – copyright dates. It is recognized, however, that copyright dates as determinants of quality vary from subject to subject and from topic to topic within broad areas. It is the responsibility of the professionally trained library media specialist to regularly and systematically analyze holdings based on other quality dimensions, such as curriculum fit, maturity appropriateness, range of interests and other variables appropriate to the building. Quantitative and qualitative measures in these standards are intended both as goals and directives. Ultimately, it's the professionally trained library media specialist, working with faculty and administrators, who determines the quality of the collection based on locally identified needs consistent with these standards.

The three levels of standards – **basic**, **expanded** and **premium** – represent progress on a continuum of excellence. Sections of a collection may be on various levels. For example, a collection may be on the expanded level in fiction, but may not yet have reached the basic level in reference/nonfiction.

Annually, the library media specialist for each building must complete the collection self-evaluation. After the annual self-evaluation is complete, areas of weakness in the collection should be identified and prioritized. It is expected that the district will make continuous efforts to improve the collection based upon weaknesses identified on the collection self-evaluation report, professional knowledge of the collection and priorities of the building staff.

A Building Collection Improvement Plan (required by MSIP) must be developed detailing the:

- identified need(s) in the collection,
- plan to address the need(s),
- financial strategies selected to meet the need(s), and
- method used to track improvement in the area of need(s).

Funding of the five-year Building Collection Improvement Plan is above and beyond the typical annual budget.

Example: <b>Plan 1 (2008-2013)</b> focuses on nonfiction and projects a dollar figure of \$1,500 per year to meet the projected number of 50 volumes.			Example: <b>Plan 2 (2013-2018)</b> focuses on beginning readers (fiction) with a projection of \$850 per year for five years.			
	YEAR 1 2008-09	YEAR 2 2009-10	YEAR 3 2010-11	YEAR 4 2011-12	YEAR 5 2012-13	YEAR 1 2013-14
Regular Budget Materials	\$5,000	\$5,150*	\$5,304*	\$5,463*	\$5,627*	\$5,796*
Budget for Building Collection Improvement Plan	\$1,500	\$800	\$1,600	\$450	\$1,750	\$850
Informational Notes		Purchased textbooks for reading – less \$ for LMC Plan		Purchased audio support for reading – less \$ for LMC Plan		New identified need based on annual collection evaluation

\*Represents an increase of three percent for annual inflation. Note: The money for the Building Collection Improvement Plan is **not** added to the regular budget which would increase the regular budget each year. The extra budget will probably be coded the same as the regular budget but is tracked separately to support the Plan (required for MSIP).



Although some buildings may not meet any of the levels immediately, gains made in the Building Collection Plan must be documented from one MSIP review to the next. Defining needs at various collection development stages will help the library media specialist work with faculty and administrators to define goals and to develop and justify budgets. The improvement efforts in addressing these needs must be incorporated into the district's Comprehensive School Improvement Plan (CSIP).

All materials counted to meet these standards, with the exception of electronic resources, must

be cataloged, inventoried and circulated through the library media center. Although requirements advanced in these standards address quantity and quality collection at the building level, some districts provide additional funds and/or services and materials in central locations that are inventoried, cataloged and readily accessible to building level personnel. The materials and expenditures for the centralized materials are reported on the Building 1000 of the Library Media Center (Screen 7) Core Data Report.

## Reference/Nonfiction Collections

As resources have become available in electronic formats, reference and nonfiction collections have evolved. Reference and nonfiction resources have traditionally been two distinct sections within the LMC; however, starting in 2008 the two sections have been combined for reporting of quantities. The professional library media specialist may choose to leave the two collections shelved separately **or** he/she may choose to inter-shelve the two sections. It is suggested the sections be combined with the exception of ready-reference (*see Definition of Terms, page 3*).

Revised reference/nonfiction quantities needed to reach basic, expanded or premium levels are reflected in the quantity tables (*see Appendix C, page 19*). The library media center's reference/nonfiction collection may consist of a variety of formats which provides information including print, nonprint and visual. All formats provide information:

- supporting research,
- enhancing and enriching the curriculum,
- encouraging hobbies and personal interests,
- motivating individuals to seek information, and
- inciting curiosity and encouraging readers to develop new interests.

Reference/nonfiction collections at all grade levels should de-emphasize multivolume general encyclopedias and focus on subject-related resources such as field guides, travel guides, collective biographies, almanacs, general and specialized dictionaries and encyclopedias, geographical resources, directories and bibliographies.

Reference/nonfiction materials in a sub-set of the Dewey Decimal Classification Categories (*see Appendix A, page 14*) have been identified as time-sensitive areas (*see Definition of Terms*). It is **recommended** that at least 70 percent of the resources in each of these categories have copyright dates within the most recent 12 years. If copyright dates are older than 12 years, these items cannot be included in the quantitative evaluation. However, some items retain their intellectual integrity for extensive periods of time and should **not** automatically be weeded from the collection. Copyright is only one criterion used in evaluation for weeding. If the information in an older reference/nonfiction resource is correct and used in the curriculum, the library media specialist should use professional judgment to determine if the item remains in the collection.

**No more than five copies of any one title** (no matter the format) **may be counted to meet standards**. Any format of textbooks may not be counted to meet these standards.

Tangible (**not** electronic and/or digital) visual resources, though addressed as a separate section in these standards, may be counted within the reference/nonfiction collection if the same resources are not counted elsewhere. Electronic and/or digital visual resources (United Streaming, Safari, etc.) accessed through a subscription service may not be counted in this area but should be counted in the Visual Resources section of the standards (*see page 8*).

# Fiction Collections

Fiction materials contribute substantially to developing vocabulary, reading comprehension, and broadening students' interests and backgrounds. Copyright dates are not the primary criteria in evaluating fiction collections, though age is a criterion used to evaluate the fiction collection. The appropriateness of fiction resources can best be determined locally, based on demand and reading promotion activities and programs in the building.

It is recommended the average age of a fiction collection be less than 15 years old.

Purchased and cataloged nonprint fiction materials, such as CD-ROMs, eBooks, streaming audio, etc., may be included in the fiction count provided there is functional equipment. Visual resources, though addressed as a separate section in these standards, may be counted within the fiction collection if the same resources are not counted elsewhere.

## Periodical Collections

### Print Magazines, Print and/or Electronic Newspapers, Print and/or Electronic Indexes, Computer Workstations

**Print** magazines are counted in this section of the standards. Electronically accessible magazines are counted in Electronic Resources (*see page 8*).

The total number of countable **newspaper** subscriptions may be divided between print (hard copy) and electronically stored, provided sufficient numbers of workstations are available in the library media center. Examples of acceptable newspapers include the St. Louis Post-Dispatch (print or electronic), the Kansas City Star (print or electronic), titles included in the electronic Newsbank resource (provided by the Missouri Secretary of State's Office/MOREnet connection), local community newspapers, USA Today (print or electronic), etc.

To meet these standards, every library media center must have a least one **multi-periodical index** (*see Definition of Terms, page 2*). Multi-periodical indexes are available for purchase in both print and electronic formats. For these standards, workstations (*see Definition of Terms, page 3*) which provide student access to periodical resources must be located in the library media center and must be available to students to meet research needs. The required number of workstations available in the library media center (*see page 7*), established by an average class size, helps determine the quality of access to information for students and faculty and affects the number of electronic resources which may be counted.

**Up to two subscriptions of any one title may be counted to meet these standards.**





# Periodical Collections

**Print magazines: all grades and levels – see Appendix C for quantities.**

**Electronically accessible magazines: counted in Electronic Resources section of these standards (page 7).**

## Newspapers

PreK-3	PreK-6	Middle/Jr. High	High	K-12
<b>Basic, Expanded and Premium Levels</b> 1 local	<b>Basic and Expanded Levels</b> 1 local <b>and</b> 1 state <b>or</b> national  <b>Premium Level</b> 1 local, <b>and</b> 1 state <b>and</b> 1 national	<b>Basic Level</b> 1 local <b>and</b> 1 state <b>or</b> national  <b>Expanded and Premium Levels</b> 1 local, <b>and</b> 1 state, <b>and</b> 1 national	<b>Basic Level</b> 1 local <b>and</b> 1 state <b>and</b> 1 national/ international  <b>Expanded Level</b> 1 local <b>and</b> 2 state <b>and</b> 1 national/ international  <b>Premium Level</b> 1 local <b>and</b> 2 state <b>and</b> 2 national/ international	<b>Basic Level</b> 1 local <b>and</b> 1 state <b>and</b> 1 national/ international  <b>Expanded and Premium Levels</b> 1 local <b>and</b> 2 state, <b>and</b> 1 national/ international

**Multi-periodical Indexes may be in print and/or electronic format. All grades and levels – one (1) index.**

## Workstations: all grades and levels

- desktop and/or laptop computer,
- for student use in the LMC (dedicated/non-circulating), and
- networked and capable of accessing online information in a timely, practical, useful manner.

Basic Level	Expanded Level	Premium Level
A number of workstations equal to 33% of the number of students in the average classroom.  <b>Example:</b> Average size class: 24 $24 \times .33 = 7.92$ 7.92 rounds to 8 workstations	A number of workstations equal to 50% of the number of students in the average size classroom.  <b>Example:</b> Average size class: 24 $24 \times .50 = 12$ workstations	A number of workstations equal to at least 100% of the number of students in the average size classroom.  <b>Example:</b> Average size class: 24 $24 \times 1 = 24$ workstations

# Visual Resources

To enable effective learning and teaching, students and teachers need access to a variety of visual resources. Information is available in a wide range of visual resources (*see Definition of Terms, page 3*). This category includes only **visual resources in formats which require equipment to view**. Even though this section addresses visual resources specifically, visual resources may be counted in the reference/nonfiction, fiction and/or professional sections. Items in this category housed in the building LMC may be counted **only if** they are cataloged and circulated through the library media center and **only if** functional equipment is available. Visuals available electronically, such as streaming/digital video may be counted without being cataloged.

The quality, curriculum fit and age of visuals are important considerations. Visuals, because of clothing fashions and hairstyles, illustrations, cultural mores and technical quality, tend to age more rapidly than some print resources.

Visuals such as video tapes, DVDs, streaming/digital video, etc., in a sub-set of the Dewey Decimal Classification Categories (*see Appendix A, page 14*)

have been identified as time-sensitive areas (*see Definition of Terms, page 3*). It is **recommended** that at least 70 percent of the resources in each of these categories have copyright dates within the most recent 12 years. If copyright dates are older than 12 years, these items cannot be included in the quantitative evaluation. However, some items retain their intellectual integrity for extensive periods of time and should **not** automatically be weeded from the collection.

If there is a subscription to an electronic source of digital/streaming video such as United Streaming, Safari, Brain Pop, etc., in a school building and/or district, the number of available titles far exceeds these quantity standards; therefore, no calculation of copyright date is required. Each available title is counted as one (1).

Copyright is only one criterion used in evaluation for weeding. If the information in an older nonprint and/or electronic resource is correct and used in the curriculum, the library media specialist should use professional judgment to determine if the item remains in the collection.

# Electronic Resources

The Electronic Resources Standards are presented on three levels (basic, expanded and premium), which represent progress on a continuum of excellence. In order to count electronic resources, the building and/or district must have **purchased access** to the electronic resources and must **provide access** to

workstations in the building in minimum numbers as indicated on page 7. The availability and access to electronic resources determine basic, expanded or premium levels. The access required to attain a particular level is as follows:

Access to Electronic Resources	Level
LMC	Basic
Building-wide and/or district-wide access <b>in addition to</b> LMC access	Expanded
Off-site (remote) access <b>in addition to</b> building-wide and/or district-wide access	Premium

Free electronic resources available via the Internet may not be counted, as the accuracy and legitimacy of the information is difficult, if not impossible, to determine. Educators are encouraged to teach evaluation of electronic resources within the curriculum which will enable students to determine the accuracy and legitimacy of the resources.

## Elementary Electronic Resources (PreK-3, PreK-6, PreK-8, etc.)

Basic	LMC Access	
	Online Public Access Catalog (OPAC)	1 General encyclopedia*
	1 Multi-periodical database*	
Expanded	Building-wide and/or district-wide access in addition to LMC access	
	Online Public Access Catalog (OPAC)	1+ Direct purchased, full-text reference resources. One title may be a general encyclopedia – others must be specialized.
	1 Multi-periodical database*	
	1 General encyclopedia*	
Premium	Off-site (remote) access in addition to building-wide and/or district-wide access	
	Online Public Access Catalog (OPAC)	2+ Direct purchased, full-text reference resources. One title may be a general encyclopedia – others must be specialized.
	1 Multi-periodical database*	
	1 General encyclopedia*	

## Middle/Jr. High, High, K-12 Electronic Resources

Basic	LMC Access	
	Online Public Access Catalog (OPAC)	1 General encyclopedia*
	1 Multi-periodical database*	
Expanded	Building-wide and/or district-wide access in addition to LMC access	
	Online Public Access Catalog (OPAC)	2+ Direct purchased, full-text reference resources. One title may be a general encyclopedia – others must be specialized.
	1 Multi-periodical database*	
	1 General encyclopedia*	
Premium	Off-site (remote) access in addition to building-wide and/or district-wide access	
	Online Public Access Catalog (OPAC)	4+ Direct purchased, full-text reference resources. One title may be a general encyclopedia – others must be specialized.
	1 Multi-periodical database*	
	1 General encyclopedia*	

*\*Electronic resources purchased by the Missouri Secretary of State's Office/State Library are included in the annual cost for the district MOREnet connection and may be counted in this section.*

This list is not all inclusive but provided as an example. In order to be counted, electronic resources must be purchased by the building or district.

General Reference		Specialized Reference
World Book Encyclopedia = 1	Facts on File = 1	Opposing Viewpoints = 1
Americana Encyclopedia = 1	Culture Grams = 1	SIRS = 1
New Book of Knowledge = 1	America the Beautiful = 1	ProQuest = 1
Grolier = one company with many databases		
Multimedia Encyclopedia = 1	Lands and People = 1	Foreign Language = 1
Americana Encyclopedia = 1	Popular Science = 1	World Newspapers = 1
Gale = one company with many databases		
	Discovery Authors = 1	Discovery Social Studies = 1
	Discovery Science = 1	

# Professional Collections

Professional collections support and encourage professional growth at all grade levels and in all subject areas. Professional items:

- cover educational trends and developments,
- suggest teaching techniques, activities and strategies, and
- report research in general and specialized fields.

The library media center is the clearinghouse for the acquisition and storage of professional materials regardless of the source of the funds. This practice eliminates unnecessary duplication, helps ensure the development of a well-balanced collection and facilitates use among staff. Faculty members should have access to grade-level or subject-area resources as well as generic resources. Although collections in central district repositories or other off-site facilities are important because they supplement quality and timely building collections, they cannot be counted toward building-level compliance. District collections are reported in Building 1000 on the Core Data Screen 07 report.

In the professional collection area, all Dewey Decimal categories are time-sensitive. To meet the standards for the professional collection, all items must have copyright dates within the most recent 12-year time

span to be counted. If copyright dates are older than 12 years, these items cannot be included in the quantitative evaluation (*see Appendix C, page 42*). However, some items retain their intellectual integrity for extensive periods of time and should not automatically be weeded from the collection. Copyright is only one criterion used in evaluation. If the information in an older item is correct and still used, the library media specialist should use professional judgment to determine if the item remains in the collection. Quality items should be retained even though they are not “countable.”

Items in the professional collection must be cataloged, inventoried and circulated through the library media center. Journals, books and other materials may be generic or level/subject specific; however, all teachers and administrators need access to resources that enhance their effectiveness. Even though visuals are addressed as a separate section in the standards, they may be counted within the professional collection. This is acceptable if the same volumes are not counted elsewhere.

Quantity tables address all buildings regardless of grades served. The quantities are based on the number of certificated faculty in the building.

## Professional Periodicals Print Magazines/Journals

As a result of the increased availability of titles in electronic format, the quantities in this section of the standards reflect **only** print magazines/journals. Electronic databases provide access to many professional titles. It is expected that access to professional magazine/journals in electronic format be provided.

1. Do not count pamphlets, software/hardware manuals, broadcast schedules, museum schedules, curriculum guides and other ephemeral items.
2. At all levels, access to print and/or electronic indexes to journals/periodicals should be available.

## Selection Tools

There is little margin for error in selecting and purchasing resources – the more limited the budget, the greater the necessity for careful selection before purchase. Accountability demands that the materials added to the collection have positive reviews and/or are previewed when feasible. Every library media specialist must utilize current reputable selection

aids, (School Library Journal, Children’s Literature Comprehensive Database [CLCD], TitleWave, etc.). One selection tool may be sufficient, provided that it includes reviews for materials in various formats and is appropriate for the age/grade range of users. Sharing multiple selection aids within the district is encouraged.

# Facilities

An effectively designed and managed learning environment enhances student achievement. Student activities and outcomes are influenced by physical characteristics of the center such as temperature, color, lighting, texture and other comfort and

aesthetic variables, and by the ratio of professional and support staff to student enrollment. Space requirements are typically expressed in terms of seating capacity and square footage, depending on the intended function.

Reading/Reference Areas include, but may not be limited to:	Ancillary Areas* (see Definition of Terms) include, but may not be limited to:
Shelving	Workroom/office (MSIP requirement)
Computer workstations	Conference room(s)
Tables and chairs/study carrels	Production laboratories
Print resources (e.g., fiction, reference/nonfiction)	Computer labs (supporting the library media center program)
Circulation desk/area	Technology distribution
Electronic circulation and OPAC	Storage (equipment, resources, etc.) (MSIP requirement)
Displays	

*\*To be counted, these areas must be supervised by the library media specialist.*

## Space Recommendations for Library Media Centers at All Grade Levels

### Reading/Reference Area

**1 to 300 enrollment** = minimum 1,800 square feet

*Example:* 250 enrollment = 1,800 square feet

**301 to 2,000 enrollment** = 6 square feet x enrollment

*Examples:*

453 enrollment x 6 square feet = 2,718 square feet

1,684 enrollment x 6 square feet = 10,104 square feet

**2,001+ enrollment** = 12,000 square feet **plus** 3 square feet x each student over 2,000 enrollment

*Example:* 2,358 enrollment = 2,000 enrollment (12,000 square feet) **plus**

358 enrollment x 3 square feet = 1,074 square feet

12,000 square feet + 1,074 square feet = 13,074 square feet

MSIP requires seating, in chairs, for a minimum of two (2) classes  
(based on the average class size in the building).

### Ancillary Areas

33 percent of the recommended square footage for Reading/Reference Area

*Examples:*

250 enrollment = 1,800 square feet Reading/Reference Area

x .33 = 600 square feet Ancillary Areas

2,358 enrollment = 13,074 square feet Reading/Reference Area

x .33 = 4,314 square feet Ancillary Areas

MSIP requires storage, office and work space.



# Financial Planning and Record Maintenance

Access to timely and relevant resources requires adequate and consistent funding. Collection development is more than purchasing materials from year to year; it is a long-term undertaking that must be projected into the future so all components of the collection do not become obsolete at the same time. Budgetary projections allow for flexibility in enrollments, changes in instructional strategies, curriculum changes, technological advancements, inflation and other relevant factors. Research indicates that each year, in most schools, one item per student is lost or the content becomes obsolete. Therefore, to provide for collection growth, the recommended annual purchase is a least two items per student.

By February, the library media specialist should prepare an annual budget based on documented needs and consistent with the local budgeting cycle to submit to administrators. Preliminary budgets should be developed three years in advance and shared with administrators for long-range planning. The library media specialist could conceivably work with three or four budgets simultaneously, including:

- expenditures from the current budget,
- final refinements and defense of the budget for the next fiscal year,

- early refinements of the budget for the following year, and
- collecting needs assessment data for projected budgets.

It is highly recommended that the professional library media specialist use the district's budget category codes to develop budgets and track expenditures. Line items, however, should be flexible to accommodate unforeseen contingencies.

The amount budgeted and attributed to per-pupil expenditures may include costs for print, nonprint, electronic and professional materials, library supplies and interlibrary loan expenses. However, funds for the acquisition or repair of equipment, furnishings, salaries, textbooks, workbooks and classroom collections cannot be counted toward per-pupil expenditures.

Library media center expenditures for materials and supplies are recommended to be at least 1 percent of the state average per eligible student expenditure. The per-pupil expenditure is available on the department Web site.

External funding, such as privately funded grants, business partnerships, endowments, gifts, user fees and PTA/PTO/PTSA allocations cannot supplant local board of education allocations.

## Library Media Expenditure Recommendation

### **Schools at all grade levels regardless of enrollment:**

Library media center expenditures for materials should be at least 1 percent of the state average per eligible student expenditure.

The per pupil expenditure may be found on the Department Web site: [dese.mo.gov/schooldata/](http://dese.mo.gov/schooldata/) School Data and Statistics. Find and select your school district from the Alphabetical Listing of School Districts; select Educational Resources; select School Finance Data; find the row Current Exp per ADA; (follow the row to the far right) state average per eligible student expenditure for the last year available.

# Appendix A

## Overall Evaluation of the Collection

Evaluation is the process of determining strengths and weaknesses to facilitate planning for the improvement of the learning and teaching environment. Library media specialists have the responsibility to regularly and systematically analyze holdings to determine how effectively the collection meets the needs of users. Observations of both qualitative and quantitative aspects of the collection are considerations for “overall” assessment. The application of externally generated criteria can be helpful; it complements but does not replace the professional judgment of the library media specialist.

The self-evaluation and the Building Collection Improvement Plan will be used as documentation of progress during the MSIP process. The library media specialist for each building should complete the annual collection self-evaluation. The evaluation will help identify strengths and weaknesses in the collection after which the library media specialist will prioritize areas for improvement.

The library media specialist, in consultation with district administration, will develop a plan of action to identify the strategies to be used to improve the prioritized areas. Actions may include increasing budget allocations and working with other departments to assess needs and expand purchasing power. The plan should include a timeline indicating the district’s continuous effort to improve the resource collections. The Building Collection Improvement Plan, including a tracking system, will be sufficient documentation to demonstrate the building’s/district’s continuous progress from one MSIP review to the next. The building’s/district’s improvement efforts in addressing the identified weaknesses must be incorporated into the Comprehensive School Improvement Plan (CSIP).

The following two areas (Alignment with the Curriculum and Student and Teacher Needs) are

not discrete categories; many of the same concepts are embedded in each. Perceptions may be reflected in more than one area; evaluation will overlap. The following comments are suggestions only; they may help but are not meant to constrain the library media specialist’s perceptions of the library media center.

## Alignment with the Curriculum

The primary function of the library media center and its resources is to support, enhance and enrich the curriculum. One measure of this function is the “fit” between the learning objectives and the collection. Alignment to the curriculum can be measured from several perspectives including: appropriate maturity level of the holdings, materials that encourage student exploration, reading and comprehension levels of materials in relation to units that are taught, extent of holdings to support units taught in the curriculum, timeliness, currency, depth of collection for units, and depth and breadth of collection.

## Student and Teacher Needs

Student and teacher needs vary from school to school, subject to subject and grade to grade; however, all learners have some needs in common. Among those needs are variables which may influence the library media specialist’s perceptions, such as the:

- ratio of demands for materials in relation to holdings in the library media center,
- needs of atypical students (e.g., gifted, at-risk, academically and/or physically challenged, ELL),
- range of learning/teaching styles,
- number of students or teachers who must wait for access to electronic resources, and
- information that helps integrate emerging technologies and supports local professional development activities.

# Time-Sensitive Dewey Decimal Classification Categories for Reference/Nonfiction and Visuals

PreK-3 and PreK-6	Middle/Jr. High
004-006: Computer science 330-339: Economics 380-389: Commerce, communications, transportation 520-529: Astronomy and allied sciences 550-559: Earth sciences 560-569: Paleontology; Paleozoology 570-579: Life sciences 610-619: Medical sciences; Medicine 623-629: Engineering and allied operations 914-919: Geography and travel	004-006: Computer science 320-329: Political science (politics and government) 330-339: Economics 360-369: Social problems and services 380-389: Commerce, communications, transportation 520-529: Astronomy and allied sciences 550-559: Earth sciences 570-579: Life sciences 610-619: Medical sciences; Medicine 620-629: Engineering and allied operations 914-919: Geography and travel
High School	K-12 School
004-006: Computer science 320-329: Political science (politics and government) 330-339: Economics 360-369: Social problems and services 380-389: Commerce, communications, transportation 520-529: Astronomy and allied sciences 550-559: Earth sciences 570-579: Life sciences 610-619: Medical sciences; Medicine 620-629: Engineering and allied operations 914-919: Geography and travel	004-006: Computer science 320-329: Political science (politics and government)** 330-339: Economics 360-369: Social problems and services** 380-389: Commerce, communications, transportation 520-529: Astronomy and allied sciences 550-559: Earth sciences 560-569: Paleontology; Paleozoology* 570-579: Life sciences 610-619: Medical sciences; Medicine 620-629: Engineering and allied operations 914-919: Geography and travel  <i>*In general, applies to elementary grades</i> <i>**In general, applies to secondary grades</i>

# Appendix B

## Worksheets and Library Media Center (Screen 07) Definitions



Standards for Missouri Library Media Centers

# Worksheet – Library Media Center Analysis

## Reference/Nonfiction, Machine-Dependent Materials

All worksheets are available on the DESE Web site ([dese.mo.gov](http://dese.mo.gov)). All mathematics are automatically calculated using the Excel documents. If you do not have Excel, the worksheets are available in pdf format and will automatically calculate some of the mathematics.

Visit <http://dese.mo.gov/divimprove/curriculum/standards/appendixbforms.html> for the worksheets.

### Brief Explanation of the Worksheet Columns:

<b>DEWEY AREAS</b>	Classified holdings of the collection
<b>TOTAL HOLDINGS</b>	Enter the count of all of the items in the local collection regardless of copyright date
<b>REPEAT COLUMN 1 FIGURES</b>	For later ease of calculation, enter the SAME number from Column 1 cells into the blank cells in Column 2 for the time-sensitive Dewey areas.
<b>NO. ITEMS ____ AND OLDER</b>	Determine which items have copyright dates 13 years old and older.
<b>NO. ITEMS ____ AND NEWER</b>	Determine which items have copyright dates within the last 12 years
<b>% COUNTABLE ITEMS</b>	In order to understand the relative strengths and weaknesses of each Dewey category of the collection, compute the percentage of countable items. The computed percentages are to be used by the LMS as one way to determine areas of the collection which may need improvement. The Planning and Evaluation Worksheet will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

REFERENCE/NONFICTION COLLECTION WORKSHEET MODEL					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	Total Holdings (all items owned)	REPEAT Column 1 figures in blank areas below	No. of Items ____ and OLDER	No. of Items ____ and NEWER	% of Countable Items within Copyright Time Frame
Reference/Nonfiction	(1)	(2)	(3)	(4)	(5)
General Encyclopedias	66	66	(____ and older (5 year rule) 44	(____ and newer (5 year rule) 22	33%
000-319	400				
320-329	100	100	50	50	50%
330-339	80	80	70	10	13%
340-359	300				
<b>REFERENCE/ NONFICTION COLLECTION TOTALS THIS LIBRARY MEDIA CENTER</b>	<b>T-1</b> 946 Add to find total countable and non-countable items all owned no matter date	<b>T-2</b> 246 Add to find total items in time-sensitive Dewey areas <b>NOT REPORTED</b>	<b>T-3</b> 164 Add to find total time-sensitive NON-countable items items too old to count	<b>T-4</b> 82 Subtract Column 3 from Column 2 <b>time-sensitive items new enough to count</b> <b>NOT REPORTED</b>	<b>T-5</b> Divide each cell in Column 4 by the corresponding cell in Column 2 to find the % in each Dewey area <b>use for planning purposes</b>
To find % of countable items within copyright time frame, divide the total in Column 4 (T-4) by the total in Column 2 (T-2)					<b>P-5</b> 34%
<b>TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:</b>					
• Cell <b>T-1</b> transferred to the Planning and Evaluation Form, Column A ( <b>TOTAL HOLDINGS</b> ) <b>946</b>					
• Cell <b>T-1</b> minus cell <b>T-3</b> transferred to the Planning and Evaluation Form, Column B ( <b>TOTAL COUNTABLE</b> ) <b>(T1) 946 minus (T3) 164 = 782</b>					
• Cell <b>P-5</b> transferred to the Planning and Evaluation Form, Column C <b>34%</b>					

Visit <http://dese.mo.gov/divimprove/curriculum/standards/appendixbforms.html> for worksheets



# Library Media Center (Screen 07) Definitions

The Library Media Center screen is used to report data on school library media centers for school officials and the Department of Elementary and Secondary Education's Missouri School Improvement Program. The data are used to evaluate library media centers based on the Standards for Missouri School Library Media Centers (2008).

Screen 07 reports funding and quantities of materials for the library media center. Data are reported by attendance center, including the central office (Building 1000).

## Item Definitions – Library Media Center

**School No/Name:** Four-digit school number of the attendance center. Name is chosen from a drop-down menu. Report district resources not allocated to a specific attendance center in the central office (Building 1000).

**Grades Span:** Lowest- and highest-grade levels (PK-12) served by this library media center. Valid values are PK, K and 1-12. "U" is a valid value for an attendance center housing only ungraded students.

**Enrollment Served:** Total number of students served by this library media center.

**Staff Served:** Total full-time equivalency (FTE) of certificated staff served by this library media center. One FTE is equal to the minimum number of hours required by the district to be considered a full-time employee. Combine part-time employee hours to calculate full-time equivalency.

**Seating:** Total number of students that can be seated, in chairs, in the library media center at one time.

**Sq Ft Read/Ref Area:** Total square footage of the reading/reference area for this library media center. Reading/reference areas include the circulation desk, stacks, tables and chairs, etc. Refer to the Standards document for further information.

**Sq Ft Ancillary Areas:** Total square footage of the ancillary areas for this library media center. Ancillary areas include auxiliary or supplementary areas such as library staff office or workroom, equipment storage, library media center conference rooms, computer labs with access to library media

The designated categories (column headings) are defined as follows:

**Supplies:** Amount expended on consumable items (paper, toner, glue, tape, bar codes, etc.) used in the daily operation of this library media center.

**Materials:** Amount expended on reading, listening and viewing items in any format that have been cataloged, inventoried and disseminated through this library media center.

**Equipment:** Amount expended on equipment (computers, projectors, tape recorders, etc.) purchased for use by this library media center.

**Other:** Amount expended on other areas that are not specifically reported as Supplies, Materials or Equipment for this library media center. Examples would include a subscription to a video consortium, costs of automating the library collection, etc.

**Total:** Total amount expended for this library media center for each source of funds and a total amount expended for all funds. Item is system calculated and displayed.

## Sources of Funds Definitions

Enter the amount expended for this library media center under the designated categories described above for each of the "Sources of Funds." The sources of funds are defined as follows:

**Fund Raisers/Gifts:** Monies expended for this library media center that were received from local fund raising activities or private gifts/donations.

**Local Funds:** Monies expended for this library media center that were received from local funding sources (real and personal property taxes, Proposition C, etc.).

**Other:** Monies expended for this library media center that were received from sources other than those specifically named above. Do not include monies for salaries and benefits.

**Total:** Total amount expended for this library media center for each category: Supplies, Materials, Equipment, and Other.

**Total Holdings:** Enter the quantity of all items in this library media center collection in each of the resource categories regardless of copyright date.

**Total Countable:** Total Holdings minus the number of items older than 12 years in the designated time-sensitive areas equals total countable items. Refer to the Standards for Missouri School Library Media Centers ([dese.mo.gov/divimprove/curriculum/lmcindex.htm](http://dese.mo.gov/divimprove/curriculum/lmcindex.htm)) for assistance in identifying time-sensitive categories. Use worksheets provided in Appendix B of the Standards to determine the total holdings and total countable.

The categories for which quantities should be reported are defined below. The Standards for Missouri School Library Media Centers contain a more in-depth description of the materials included in each of these categories.

**Fiction:** Fiction materials, based upon imaginary characters and events, should contribute to developing vocabulary and reading comprehension, to broadening students' interests and backgrounds and to encouraging a general appreciation of literature. (All countable.)

**Magazine Sub:** Magazine subscriptions providing a major source of information, seasonal literature, opinions and other curricular and motivational information. (Refer to the Standards document for counting electronic access to periodical resources.)

**Reference/Nonfiction:** The nonfiction collection, including print, electronic and audio formats, provides information that supports research, enhances the curriculum, encourages hobbies and personal interest and motivates students to seek information and develop new interests. (Copyright sensitive.)

**Newspaper:** Newspaper subscriptions providing local, state and national/international coverage of current events. (Refer to the Standards document for information concerning counting electronic access to newspaper resources.)

**Visual Material:** "Machine-dependent" visuals depicting motion or static images (which are frequently accompanied by audio tracks) such as, compact disks, slides, videocassettes and filmstrips. These items may be counted only if cataloged and distributed through the library media center and if required equipment is available for use. (Copyright sensitive.)

**Periodical Index:** Index of articles in numerous periodical titles available in print and nonprint formats. (Refer to the Standards document for counting electronic access to periodical indexes.)

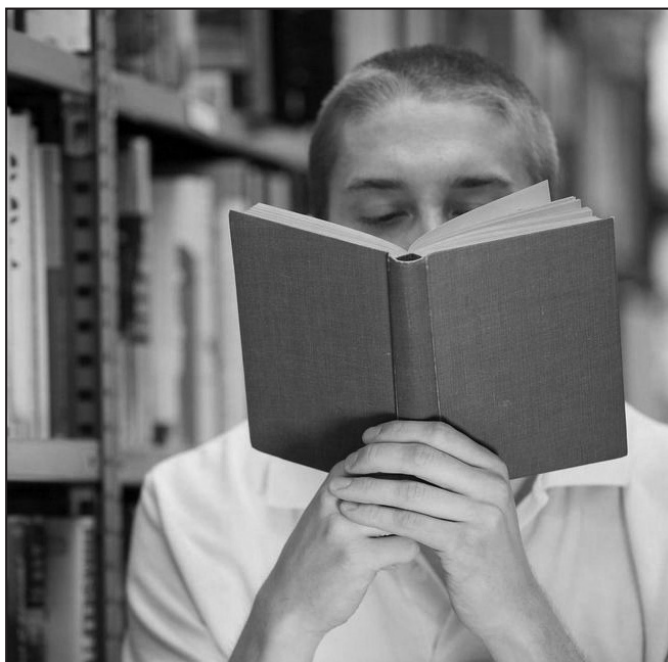
**Prof Material:** Professional books and machine-dependent and electronically-stored information that enables informal professional growth and supports the faculty's formal education. All books and other items must have copyright dates within the most recent 12-year time span to be counted. This requirement is not limited to the identified time-sensitive areas. (Copyright sensitive.)

**Prof Journal Sub:** Professional journals, periodicals and newsletters that: cover educational trends and developments; suggest teaching techniques, activities and strategies; and report research in general and specialized fields. (Refer to the Standards document for counting electronic access to periodicals.)

**Selection Tool:** Professional library print or electronic tools that include reviews for print, nonprint and electronic materials in various formats that are appropriate for the age/grade range of the users. These tools are needed for the School Library Media Specialist to use in selecting and purchasing resources for the school library media center. Examples include but are not limited to School Library Journal and Booklist.

# Appendix C

## Quantity Tables



# PreK-Grade 3 Quantity Tables

## (Effective July 2008)

Levels: B - Basic; E - Expanded; P - Premium

Population	PreK-Grade 3 REFERENCE/ NONFICTION			PreK-Grade 3 FICTION			PreK-Grade 3 PRINT MAGAZINES			PreK-Grade 3 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
To 250	2003	2356	2709	2500	2850	3200	2	3	5	250	300	350
260	2083	2436	2789	2565	2915	3265	2	3	5	255	305	355
270	2163	2516	2869	2630	2980	3330	2	3	5	260	310	360
280	2243	2596	2949	2695	3045	3395	2	3	5	265	315	365
290	2323	2676	3029	2760	3110	3460	2	3	5	270	320	370
300	2403	2756	3109	2825	3175	3525	2	3	5	275	325	375
310	2483	2836	3189	2890	3240	3590	2	3	5	280	330	380
320	2563	2916	3269	2955	3305	3655	2	3	5	285	335	385
330	2643	2996	3349	3020	3370	3720	2	3	5	290	340	390
340	2723	3076	3429	3085	3435	3785	2	3	5	295	345	395
350	2803	3156	3509	3150	3500	3850	2	3	5	300	350	400
360	2883	3236	3589	3215	3565	3915	2	3	5	305	355	405
370	2963	3316	3669	3280	3630	3980	2	3	5	310	360	410
380	3043	3396	3749	3345	3695	4045	2	3	5	315	365	415
390	3123	3476	3829	3410	3760	4110	2	3	5	320	370	420
400	3203	3556	3909	3475	3825	4175	3	4	6	325	375	425
410	3283	3636	3989	3540	3890	4240	3	4	6	330	380	430
420	3363	3716	4069	3605	3955	4305	3	4	6	335	385	435
430	3443	3796	4149	3670	4020	4370	3	4	6	340	390	440
440	3523	3876	4229	3735	4085	4435	3	4	6	345	395	445
450	3603	3956	4309	3800	4150	4500	3	4	6	350	400	450
460	3683	4036	4389	3865	4215	4565	3	4	6	355	405	455
470	3763	4116	4469	3930	4280	4630	3	4	6	360	410	460
480	3843	4196	4549	3995	4345	4695	3	4	6	365	415	465
490	3923	4276	4629	4060	4410	4760	3	4	6	370	420	470
500	4003	4356	4709	4125	4475	4825	3	4	6	375	425	475
510	4083	4436	4789	4190	4540	4890	3	4	6	380	430	480
520	4163	4516	4869	4255	4605	4955	3	4	6	385	435	485
530	4243	4596	4949	4320	4670	5020	3	4	6	390	440	490
540	4323	4676	5029	4385	4735	5085	3	4	6	395	445	495
550	4403	4756	5109	4450	4800	5150	3	4	6	400	450	500
560	4483	4836	5189	4515	4865	5215	3	4	6	405	455	505
570	4563	4916	5269	4580	4930	5280	3	4	6	410	460	510
580	4643	4996	5349	4645	4995	5345	3	4	6	415	465	515
590	4723	5076	5429	4710	5060	5410	3	4	6	420	470	520
600	4803	5156	5509	4775	5125	5475	3	4	6	425	475	525
610	4883	5236	5589	4840	5190	5540	3	4	6	430	480	530
620	4963	5316	5669	4905	5255	5605	3	4	6	435	485	535
630	5043	5396	5749	4970	5320	5670	3	4	6	440	490	540
640	5123	5476	5829	5035	5385	5735	3	4	6	445	495	545

Population	PreK-Grade 3 REFERENCE/ NONFICTION			PreK-Grade 3 FICTION			PreK-Grade 3 PRINT MAGAZINES			PreK-Grade 3 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
650	5203	5556	5909	5100	5450	5800	3	4	6	450	500	550
660	5283	5636	5989	5165	5515	5865	3	4	6	455	505	555
670	5363	5716	6069	5230	5580	5930	3	4	6	460	510	560
680	5443	5796	6149	5295	5645	5995	3	4	6	465	515	565
690	5523	5876	6229	5360	5710	6060	3	4	6	470	520	570
700	5543	5896	6249	5380	5730	6080	4	5	7	475	525	575
710	5563	5916	6269	5400	5750	6100	4	5	7	480	530	580
720	5583	5936	6289	5420	5770	6120	4	5	7	485	535	585
730	5603	5956	6309	5440	5790	6140	4	5	7	490	540	590
740	5623	5976	6329	5460	5810	6160	4	5	7	495	545	595
750	5643	5996	6349	5480	5830	6180	4	5	7	500	550	600
760	5663	6016	6369	5500	5850	6200	4	5	7	505	555	605
770	5683	6036	6389	5520	5870	6220	4	5	7	510	560	610
780	5703	6056	6409	5540	5890	6240	4	5	7	515	565	615
790	5723	6076	6429	5560	5910	6260	4	5	7	520	570	620
800	5743	6096	6449	5580	5930	6280	4	5	7	522	572	622
810	5763	6116	6469	5600	5950	6300	4	5	7	524	574	624
820	5783	6136	6489	5620	5970	6320	4	5	7	526	576	626
830	5803	6156	6509	5640	5990	6340	4	5	7	528	578	628
840	5823	6176	6529	5660	6010	6360	4	5	7	530	580	630
850	5843	6196	6549	5680	6030	6380	4	5	7	532	582	632
860	5863	6216	6569	5700	6050	6400	4	5	7	534	584	634
870	5883	6236	6589	5720	6070	6420	4	5	7	536	586	636
880	5903	6256	6609	5740	6090	6440	4	5	7	538	588	638
890	5923	6276	6629	5760	6110	6460	4	5	7	540	590	640
900	5943	6296	6649	5780	6130	6480	4	5	7	542	592	642
910	5963	6316	6669	5800	6150	6500	4	5	7	544	594	644
920	5983	6336	6689	5820	6170	6520	4	5	7	546	596	646
930	6003	6356	6709	5840	6190	6540	4	5	7	548	598	648
940	6023	6376	6729	5860	6210	6560	4	5	7	550	600	650
950	6043	6396	6749	5880	6230	6580	4	5	7	552	602	652
960	6063	6416	6769	5900	6250	6600	4	5	7	554	604	654
970	6083	6436	6789	5920	6270	6620	4	5	7	556	606	656
980	6103	6456	6809	5940	6290	6640	4	5	7	558	608	658
990	6123	6476	6829	5960	6310	6660	4	5	7	560	610	660
1000	6128	6481	6834	5965	6315	6665	5	6	8	562	612	662
1010	6133	6486	6839	5970	6320	6670	5	6	8	564	614	664
1020	6138	6491	6844	5975	6325	6675	5	6	8	566	616	666
1030	6143	6496	6849	5980	6330	6680	5	6	8	568	618	668
1040	6148	6501	6854	5985	6335	6685	5	6	8	570	620	670
1050	6153	6506	6859	5990	6340	6690	5	6	8	572	622	672
1060	6158	6511	6864	5995	6345	6695	5	6	8	574	624	674
1070	6163	6516	6869	6000	6350	6700	5	6	8	576	626	676
1080	6168	6521	6874	6005	6355	6705	5	6	8	578	628	678



Population	PreK-Grade 3 REFERENCE/ NONFICTION			PreK-Grade 3 FICTION			PreK-Grade 3 PRINT MAGAZINES			PreK-Grade 3 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1090	6173	6526	6879	6010	6360	6710	5	6	8	580	630	680
1100	6178	6531	6884	6015	6365	6715	5	6	8	582	632	682
1110	6183	6536	6889	6020	6370	6720	5	6	8	584	634	684
1120	6188	6541	6894	6025	6375	6725	5	6	8	586	636	686
1130	6193	6546	6899	6030	6380	6730	5	6	8	588	638	688
1140	6198	6551	6904	6035	6385	6735	5	6	8	590	640	690
1150	6203	6556	6909	6040	6390	6740	5	6	8	592	642	692
1160	6208	6561	6914	6045	6395	6745	5	6	8	594	644	694
1170	6213	6566	6919	6050	6400	6750	5	6	8	596	646	696
1180	6218	6571	6924	6055	6405	6755	5	6	8	598	648	698
1190	6223	6576	6929	6060	6410	6760	5	6	8	600	650	700
1200	6228	6581	6934	6065	6415	6765	5	6	8	602	652	702
1210	6233	6586	6939	6070	6420	6770	5	6	8	604	654	704
1220	6238	6591	6944	6075	6425	6775	5	6	8	606	656	706
1230	6243	6596	6949	6080	6430	6780	5	6	8	608	658	708
1240	6248	6601	6954	6085	6435	6785	5	6	8	610	660	710
1250	6253	6606	6959	6090	6440	6790	5	6	8	612	662	712
1260	6258	6611	6964	6095	6445	6795	5	6	8	614	664	714
1270	6263	6616	6969	6100	6450	6800	5	6	8	616	666	716
1280	6268	6621	6974	6105	6455	6805	5	6	8	618	668	718
1290	6273	6626	6979	6110	6460	6810	5	6	8	620	670	720
1300	6276	6629	6982	6113	6463	6813	6	7	9	621	671	721
1310	6279	6632	6985	6116	6466	6816	6	7	9	622	672	722
1320	6282	6635	6988	6119	6469	6819	6	7	9	623	673	723
1330	6285	6638	6991	6122	6472	6822	6	7	9	624	674	724
1340	6288	6641	6994	6125	6475	6825	6	7	9	625	675	725
1350	6291	6644	6997	6128	6478	6828	6	7	9	626	676	726
1360	6294	6647	7000	6131	6481	6831	6	7	9	627	677	727
1370	6297	6650	7003	6134	6484	6834	6	7	9	628	678	728
1380	6300	6653	7006	6137	6487	6837	6	7	9	629	679	729
1390	6303	6656	7009	6140	6490	6840	6	7	9	630	680	730
1400	6306	6659	7012	6143	6493	6843	6	7	9	631	681	731
1410	6309	6662	7015	6146	6496	6846	6	7	9	632	682	732
1420	6312	6665	7018	6149	6499	6849	6	7	9	633	683	733
1430	6315	6668	7021	6152	6502	6852	6	7	9	634	684	734
1440	6318	6671	7024	6155	6505	6855	6	7	9	635	685	735
1450	6321	6674	7027	6158	6508	6858	6	7	9	636	686	736
1460	6324	6677	7030	6161	6511	6861	6	7	9	637	687	737
1470	6327	6680	7033	6164	6514	6864	6	7	9	638	688	738
1480	6330	6683	7036	6167	6517	6867	6	7	9	639	689	739
1490	6333	6686	7039	6170	6520	6870	6	7	9	640	690	740
1500	6336	6689	7042	6173	6523	6873	6	7	9	641	691	741
1510	6339	6692	7045	6176	6526	6876	6	7	9	642	692	742
1520	6342	6695	7048	6179	6529	6879	6	7	9	643	693	743

Population	PreK-Grade 3 REFERENCE/ NONFICTION			PreK-Grade 3 FICTION			PreK-Grade 3 PRINT MAGAZINES			PreK-Grade 3 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1530	6345	6698	7051	6182	6532	6882	6	7	9	644	694	744
1540	6348	6701	7054	6185	6535	6885	6	7	9	645	695	745
1550	6351	6704	7057	6188	6538	6888	6	7	9	646	696	746
1560	6354	6707	7060	6191	6541	6891	6	7	9	647	697	747
1570	6357	6710	7063	6194	6544	6894	6	7	9	648	698	748
1580	6360	6713	7066	6197	6547	6897	6	7	9	649	699	749
1590	6363	6716	7069	6200	6550	6900	6	7	9	650	700	750
1600	6365	6718	7071	6202	6552	6902	7	8	10	650	700	750
1610	6367	6720	7073	6204	6554	6904	7	8	10	650	700	750
1620	6369	6722	7075	6206	6556	6906	7	8	10	650	700	750
1630	6371	6724	7077	6208	6558	6908	7	8	10	650	700	750
1640	6373	6726	7079	6210	6560	6910	7	8	10	650	700	750
1650	6375	6728	7081	6212	6562	6912	7	8	10	650	700	750
1660	6377	6730	7083	6214	6564	6914	7	8	10	650	700	750
1670	6379	6732	7085	6216	6566	6916	7	8	10	650	700	750
1680	6381	6734	7087	6218	6568	6918	7	8	10	650	700	750
1690	6383	6736	7089	6220	6570	6920	7	8	10	650	700	750
1700	6385	6738	7091	6222	6572	6922	7	8	10	650	700	750
1710	6387	6740	7093	6224	6574	6924	7	8	10	650	700	750
1720	6389	6742	7095	6226	6576	6926	7	8	10	650	700	750
1730	6391	6744	7097	6228	6578	6928	7	8	10	650	700	750
1740	6393	6746	7099	6230	6580	6930	7	8	10	650	700	750
1750	6395	6748	7101	6232	6582	6932	7	8	10	660	710	760
1760	6397	6750	7103	6234	6584	6934	7	8	10	660	710	760
1770	6399	6752	7105	6236	6586	6936	7	8	10	660	710	760
1780	6401	6754	7107	6238	6588	6938	7	8	10	660	710	760
1790	6403	6756	7109	6240	6590	6940	7	8	10	660	710	760
1800	6405	6758	7111	6242	6592	6942	7	8	10	660	710	760
1810	6407	6760	7113	6244	6594	6944	7	8	10	660	710	760
1820	6409	6762	7115	6246	6596	6946	7	8	10	660	710	760
1830	6411	6764	7117	6248	6598	6948	7	8	10	660	710	760
1840	6413	6766	7119	6250	6600	6950	7	8	10	660	710	760
1850	6415	6768	7121	6252	6602	6952	7	8	10	660	710	760
1860	6417	6770	7123	6254	6604	6954	7	8	10	660	710	760
1870	6419	6772	7125	6256	6606	6956	7	8	10	660	710	760
1880	6421	6774	7127	6258	6608	6958	7	8	10	660	710	760
1890	6423	6776	7129	6260	6610	6960	7	8	10	660	710	760

# PreK-Grade 6 Quantity Tables

## (Effective July 2008)

Levels: B - Basic; E - Expanded; P - Premium

Population	PreK-Grade 6 REFERENCE/ NONFICTION			PreK-Grade 6 FICTION			PreK-Grade 6 PRINT MAGAZINES			PreK-Grade 6 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
To 250	2000	2400	2775	2500	2850	3200	3	4	5	250	300	350
260	2080	2481	2856	2565	2915	3265	3	4	5	255	305	355
270	2160	2562	2937	2630	2980	3330	3	4	5	260	310	360
280	2240	2643	3018	2695	3045	3395	3	4	5	265	315	365
290	2320	2724	3099	2760	3110	3460	3	4	5	270	320	370
300	2400	2805	3180	2825	3175	3525	3	4	5	275	325	375
310	2480	2886	3261	2890	3240	3590	3	4	5	280	330	380
320	2560	2967	3342	2955	3305	3655	3	4	5	285	335	385
330	2640	3048	3423	3020	3370	3720	3	4	5	290	340	390
340	2720	3129	3504	3085	3435	3785	3	4	5	295	345	395
350	2800	3210	3585	3150	3500	3850	3	4	5	300	350	400
360	2880	3291	3666	3215	3565	3915	3	4	5	305	355	405
370	2960	3372	3747	3280	3630	3980	3	4	5	310	360	410
380	3040	3453	3828	3345	3695	4045	3	4	5	315	365	415
390	3120	3534	3909	3410	3760	4110	3	4	5	320	370	420
400	3200	3615	3990	3475	3825	4175	4	5	6	325	375	425
410	3280	3696	4041	3540	3890	4240	4	5	6	330	380	430
420	3360	3777	4252	3605	3955	4305	4	5	6	335	385	435
430	3440	3858	4233	3670	4020	4370	4	5	6	340	390	440
440	3520	3939	4314	3735	4085	4435	4	5	6	345	395	445
450	3600	4020	4395	3800	4150	4500	4	5	6	350	400	450
460	3680	4101	4476	3865	4215	4565	4	5	6	355	405	455
470	3760	4182	4557	3930	4280	4630	4	5	6	360	410	460
480	3840	4263	4638	3995	4345	4695	4	5	6	365	415	465
490	3920	4344	4719	4060	4410	4760	4	5	6	370	420	470
500	4000	4425	4800	4125	4475	4825	4	5	6	375	425	475
510	4080	4506	4881	4190	4540	4890	4	5	6	380	430	480
520	4160	4586	4961	4255	4605	4955	4	5	6	385	435	485
530	4240	4667	5042	4320	4670	5020	4	5	6	390	440	490
540	4320	4747	5122	4385	4735	5085	4	5	6	395	445	495
550	4400	4828	5203	4450	4800	5150	4	5	6	400	450	500
560	4480	4909	5284	4515	4865	5215	4	5	6	405	455	505
570	4560	4989	5364	4580	4930	5280	4	5	6	410	460	510
580	4640	5070	5445	4645	4995	5345	4	5	6	415	465	515
590	4720	5150	5525	4710	5060	5410	4	5	6	420	470	520
600	4800	5231	5606	4775	5125	5475	4	5	6	425	475	525
610	4880	5312	5687	4840	5190	5540	4	5	6	430	480	530
620	4960	5392	5767	4905	5255	5605	4	5	6	435	485	535
630	5040	5473	5848	4970	5320	5670	4	5	6	440	490	540
640	5120	5553	5928	5035	5385	5735	4	5	6	445	495	545

Population	PreK-Grade 6 REFERENCE/ NONFICTION			PreK-Grade 6 FICTION			PreK-Grade 6 PRINT MAGAZINES			PreK-Grade 6 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
650	5200	5634	6009	5100	5450	5800	4	5	6	450	500	550
660	5280	5715	6090	5165	5515	5865	4	5	6	455	505	555
670	5360	5795	6170	5230	5580	5930	4	5	6	460	510	560
680	5440	5876	6251	5295	5645	5995	4	5	6	465	515	565
690	5520	5956	6631	5360	5710	6060	4	5	6	470	520	570
700	5540	5977	6352	5380	5730	6080	5	6	7	475	525	575
710	5560	5997	6372	5400	5750	6100	5	6	7	480	530	580
720	5580	6018	6393	5420	5770	6120	5	6	7	485	535	585
730	5600	6038	6413	5440	5790	6140	5	6	7	490	540	590
740	5620	6058	6433	5460	5810	6160	5	6	7	495	545	595
750	5640	6079	6454	5480	5830	6180	5	6	7	500	550	600
760	5660	6099	6474	5500	5850	6200	5	6	7	505	555	605
770	5680	6120	6495	5520	5870	6220	5	6	7	510	560	610
780	5700	6140	6515	5540	5890	6240	5	6	7	515	565	615
790	5720	6160	6535	5560	5910	6260	5	6	7	520	570	620
800	5740	6181	6556	5580	5930	6280	5	6	7	522	572	622
810	5760	6201	6576	5600	5950	6300	5	6	7	524	574	624
820	5780	6222	6597	5620	5970	6320	5	6	7	526	576	626
830	5800	6242	6617	5640	5990	6340	5	6	7	528	578	628
840	5820	6262	6637	5660	6010	6360	5	6	7	530	580	630
850	5840	6283	6658	5680	6030	6380	5	6	7	532	582	632
860	5860	6303	6678	5700	6050	6400	5	6	7	534	584	634
870	5880	6324	6699	5720	6070	6420	5	6	7	536	586	636
880	5900	6344	6719	5740	6090	6440	5	6	7	538	588	638
890	5920	6364	6739	5760	6110	6460	5	6	7	540	590	640
900	5940	6385	6760	5780	6130	6480	5	6	7	542	592	642
910	5960	6405	6780	5800	6150	6500	5	6	7	544	594	644
920	5980	6426	6801	5820	6170	6520	5	6	7	546	596	646
930	6000	6446	6821	5840	6190	6540	5	6	7	548	598	648
940	6020	6466	6841	5860	6210	6560	5	6	7	550	600	650
950	6040	6487	6862	5880	6230	6580	5	6	7	552	602	652
960	6060	6507	6882	5900	6250	6600	5	6	7	554	604	654
970	6080	6528	6903	5920	6270	6620	5	6	7	556	606	656
980	6100	6548	6923	5940	6290	6640	5	6	7	558	608	658
990	6120	6568	6943	5960	6310	6660	5	6	7	560	610	660
1000	6125	6570	6949	5965	6315	6665	6	7	8	562	612	662
1010	6130	6574	6954	5970	6320	6670	6	7	8	564	614	664
1020	6135	6549	6959	5975	6325	6675	6	7	8	566	616	666
1030	6140	6584	6964	5980	6330	6680	6	7	8	568	618	668
1040	6145	6589	6970	5985	6335	6685	6	7	8	570	620	670
1050	6150	6595	6975	5990	6340	6690	6	7	8	572	622	672
1060	6155	6600	6980	5995	6345	6695	6	7	8	574	624	674
1070	6160	6605	6985	6000	6350	6700	6	7	8	576	626	676
1080	6165	6610	6990	6005	6355	6705	6	7	8	578	628	678

Population	PreK-Grade 6 REFERENCE/ NONFICTION			PreK-Grade 6 FICTION			PreK-Grade 6 PRINT MAGAZINES			PreK-Grade 6 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1090	6170	6615	6996	6010	6360	6710	6	7	8	580	630	680
1100	6175	6621	7001	6015	6365	6715	6	7	8	582	632	682
1110	6180	6626	7006	6020	6370	6720	6	7	8	584	634	684
1120	6185	6631	7011	6025	6375	6725	6	7	8	586	636	686
1130	6190	6636	7016	6030	6380	6730	6	7	8	588	638	688
1140	6195	6641	7022	6035	6385	6735	6	7	8	590	640	690
1150	6200	6647	7027	6040	6390	6740	6	7	8	592	642	692
1160	6205	6652	7032	6045	6395	6745	6	7	8	594	644	694
1170	6210	6657	7037	6050	6400	6750	6	7	8	596	646	696
1180	6215	6662	7042	6055	6405	6755	6	7	8	598	648	698
1190	6220	6667	7048	6060	6410	6760	6	7	8	600	650	700
1200	6225	6673	4053	6065	6415	6765	6	7	8	602	652	702
1210	6230	6678	7058	6070	6420	6770	6	7	8	604	654	704
1220	6235	6683	4063	6075	6425	6775	6	7	8	606	656	706
1230	6240	6688	7068	6080	6430	6780	6	7	8	608	658	708
1240	6245	6699	7074	6085	6435	6785	6	7	8	610	660	710
1250	6250	6704	7079	6090	6440	6790	6	7	8	612	662	712
1260	6255	6709	7084	6095	6445	6795	6	7	8	614	664	714
1270	6260	6714	7089	6100	6450	6800	6	7	8	616	666	716
1280	6265	6719	7094	6105	6455	6805	6	7	8	618	668	718
1290	6270	6725	7100	6110	6460	6810	6	7	8	620	670	720
1300	6273	6728	7103	6113	6463	6813	7	8	9	621	671	721
1310	6276	6731	7106	6116	6466	6816	7	8	9	622	672	722
1320	6279	6734	7109	6119	6469	6819	7	8	9	623	673	723
1330	6282	6737	7112	6122	6472	6822	7	8	9	624	674	724
1340	6285	6741	7116	6125	6475	6825	7	8	9	625	675	725
1350	6288	6744	7119	6128	6478	6828	7	8	9	626	676	726
1360	6291	6747	7122	6131	6481	6831	7	8	9	627	677	727
1370	6294	6750	7125	6134	6484	6834	7	8	9	628	678	728
1380	6297	6753	7128	6137	6487	6837	7	8	9	629	679	729
1390	6300	6757	7132	6140	6490	6840	7	8	9	630	680	730
1400	6303	6760	7135	6143	6493	6843	7	8	9	631	681	731
1410	6306	6763	7138	6146	6496	6846	7	8	9	632	682	732
1420	6309	6766	7141	6149	6499	6849	7	8	9	633	683	733
1430	6312	6769	7144	6152	6502	6852	7	8	9	634	684	734
1440	6315	6773	7148	6155	6505	6855	7	8	9	635	685	735
1450	6318	6776	7151	6158	6508	6858	7	8	9	636	686	736
1460	6321	6779	7154	6161	6511	6861	7	8	9	637	687	737
1470	6324	6782	7157	6164	6514	6864	7	8	9	638	688	738
1480	6327	6785	7160	6167	6517	6867	7	8	9	639	689	739
1490	6330	6789	164	6170	6520	6870	7	8	9	640	690	740
1500	6333	6792	7167	6173	6523	6873	7	8	9	641	691	741
1510	6336	6795	7170	6176	6526	6876	7	8	9	642	692	742
1520	6339	6798	7173	6179	6529	6879	7	8	9	643	693	743



Population	PreK-Grade 6 REFERENCE/ NONFICTION			PreK-Grade 6 FICTION			PreK-Grade 6 PRINT MAGAZINES			PreK-Grade 6 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1530	6342	6801	7176	6182	6532	6882	7	8	9	644	694	744
1540	6345	6805	7180	6185	6535	6885	7	8	9	645	695	745
1550	6348	6808	7183	6188	6538	6888	7	8	9	646	696	746
1560	6351	6811	7186	6191	6541	6891	7	8	9	647	697	747
1570	6354	6814	7189	6194	6544	6894	7	8	9	648	698	748
1580	6357	6817	7192	6197	6547	6897	7	8	9	649	699	749
1590	6360	6821	7196	6200	6550	6900	7	8	9	650	700	750
1600	6362	6823	7198	6202	6552	6902	8	9	10	650	700	750
1610	6364	6825	7200	6204	6554	6904	8	9	10	650	700	750
1620	6366	6827	7202	6206	6556	6906	8	9	10	650	700	750
1630	6368	6829	7204	6208	6558	6908	8	9	10	650	700	750
1640	6370	6832	7207	6210	6560	6910	8	9	10	650	700	750
1650	6372	6834	7209	6212	6562	6912	8	9	10	650	700	750
1660	6374	6836	7211	6214	6564	6914	8	9	10	650	700	750
1670	6376	6838	7213	6216	6566	6916	8	9	10	650	700	750
1680	6378	6840	7215	6218	6568	6918	8	9	10	650	700	750
1690	6380	6843	7218	6220	6570	6920	8	9	10	650	700	750
1700	6382	6845	7220	6222	6572	6922	8	9	10	650	700	750
1710	6384	6847	7222	6224	6574	6924	8	9	10	650	700	750
1720	6386	6849	7224	6226	6576	6926	8	9	10	650	700	750
1730	6388	6851	7226	6228	6578	6928	8	9	10	650	700	750
1740	6390	6854	7229	6230	6580	6930	8	9	10	650	700	750
1750	6392	6856	7231	6232	6582	6932	8	9	10	660	710	760
1760	6394	6858	7233	6234	6584	6934	8	9	10	660	710	760
1770	6396	6860	7235	6236	6586	6936	8	9	10	660	710	760
1780	6398	6862	7237	6238	6588	6938	8	9	10	660	710	760
1790	6400	6865	7240	6240	6590	6940	8	9	10	660	710	760
1800	6402	6867	7242	6242	6592	6942	8	9	10	660	710	760
1810	6404	6869	7244	6244	6594	6944	8	9	10	660	710	760
1820	6406	6871	7246	6246	6596	6946	8	9	10	660	710	760
1830	6408	6873	7248	6248	6598	6948	8	9	10	660	710	760
1840	6410	6876	7251	6250	6600	6950	8	9	10	660	710	760
1850	6412	6878	7253	6252	6602	6952	8	9	10	660	710	760
1860	6414	6880	7255	6254	6604	6954	8	9	10	660	710	760
1870	6416	6882	7257	6256	6606	6956	8	9	10	660	710	760
1880	6418	6884	7259	6258	6608	6958	8	9	10	660	710	760
1890	6420	6887	7262	6260	6610	6960	8	9	10	660	710	760
1900	6422	6889	7264	6262	6612	6962	9	10	11	670	720	770
1910	6424	6891	7266	6264	6614	6964	9	10	11	670	720	770
1920	6426	6893	7268	6266	6616	6966	9	10	11	670	720	770
1930	6428	6895	7270	6268	6618	6968	9	10	11	670	720	770
1940	6430	6898	7273	6270	6620	6970	9	10	11	670	720	770
1950	6432	6900	7275	6272	6622	6972	9	10	11	670	720	770
1960	6434	6902	7277	6274	6624	6974	9	10	11	670	720	770

Population	PreK-Grade 6 REFERENCE/ NONFICTION			PreK-Grade 6 FICTION			PreK-Grade 6 PRINT MAGAZINES			PreK-Grade 6 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1970	6436	6904	7279	6276	6626	6976	9	10	11	670	720	770
1980	6438	6906	7281	6278	6628	6978	9	10	11	670	720	770
1990	6440	6909	7284	6280	6630	6980	9	10	11	670	720	770
2000	6442	6911	7286	6282	6632	6982	9	10	11	670	720	770
2010	6444	6913	7288	6284	6634	6984	9	10	11	670	720	770
2020	6446	6915	7290	6286	6636	6986	9	10	11	670	720	770
2030	6448	6917	7292	6288	6638	6988	9	10	11	670	720	770
2040	6450	6920	7295	6290	6640	6990	9	10	11	670	720	770
2050	6452	6922	7297	6292	6642	6992	9	10	11	670	720	770
2060	6454	6924	7299	6294	6644	6994	9	10	11	670	720	770
2070	6456	6926	7301	6296	6646	6996	9	10	11	670	720	770
2080	6458	6928	7303	6298	6648	6998	9	10	11	670	720	770
2090	6460	6931	7306	6300	6650	7000	9	10	11	670	720	770
2100	6462	6933	7308	6302	6652	7002	9	10	11	670	720	770
2110	6464	6935	7310	6304	6654	7004	9	10	11	670	720	770
2120	6466	6937	7312	6306	6656	7006	9	10	11	670	720	770
2130	6468	6939	7314	6308	6658	7008	9	10	11	670	720	770
2140	6470	6942	7317	6310	6660	7010	9	10	11	670	720	770
2150	6472	6944	7319	6312	6662	7012	9	10	11	670	720	770
2160	6474	6946	7321	6314	6664	7014	9	10	11	670	720	770
2170	6476	6948	7323	6316	6666	7016	9	10	11	670	720	770
2180	6478	6950	7325	6318	6668	7018	9	10	11	670	720	770
2190	6480	6953	7328	6320	6670	7020	9	10	11	670	720	770

# Middle/Jr. High Quantity Tables

## (Effective July 2008)

Levels: B - Basic; E - Expanded; P - Premium

Population	Middle/Jr. High REFERENCE/ NONFICTION			Middle/Jr. High FICTION			Middle/Jr. High PRINT MAGAZINES			Middle/Jr. High VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
To 250	2671	3044	3464	2200	2550	2900	12	15	18	250	300	350
260	2755	3217	3680	2265	2615	2965	12	15	18	255	305	355
270	2896	3397	3896	2330	2680	3030	12	15	18	260	310	360
280	2978	3478	3978	2395	2745	3095	12	15	18	265	315	365
290	3059	3560	4059	2460	2810	3160	12	15	18	270	320	370
300	3141	3641	4141	2525	2875	3225	12	15	18	275	325	375
310	3222	3723	4222	2590	2940	3290	12	15	18	280	330	380
320	3304	3804	4304	2655	3005	3355	12	15	18	285	335	385
330	3385	3886	4385	2720	3070	3420	12	15	18	290	340	390
340	3467	3967	4467	2785	3135	3485	12	15	18	295	345	395
350	3548	4049	4548	2850	3200	3550	12	15	18	300	350	400
360	3630	4130	4630	2915	3265	3615	13	16	19	305	355	405
370	3711	4212	4711	2980	3330	3680	13	16	19	310	360	410
380	3893	4293	4793	3045	3395	3745	13	16	19	315	365	415
390	3874	4375	4874	3110	3460	3810	13	16	19	320	370	420
400	3946	4446	4946	3175	3525	3875	13	16	19	325	375	425
410	4017	4517	5017	3240	3590	3940	13	16	19	330	380	430
420	4089	4589	5089	3305	3655	4005	13	16	19	335	385	435
430	4160	4660	5160	3370	3720	4070	13	16	19	340	390	440
440	4232	4732	5232	3435	3785	4135	13	16	19	345	395	445
450	4303	4803	5303	3500	3850	4200	13	16	19	350	400	450
460	4375	4875	5375	3565	3915	4265	13	16	19	355	405	455
470	4446	4946	5446	3630	3980	4330	13	16	19	360	410	460
480	4518	5018	5518	3695	4045	4395	13	16	19	365	415	465
490	4589	5089	5589	3760	4110	4460	13	16	19	370	420	470
500	4661	5161	5661	3825	4175	4525	13	16	19	375	425	475
510	4732	5232	5732	3890	4240	4590	13	16	19	380	430	480
520	4804	5304	5804	3955	4305	4655	13	16	19	385	435	485
530	4875	5375	5875	4020	4370	4720	13	16	19	390	440	490
540	4947	5447	5947	4085	4435	4785	13	16	19	395	445	495
550	4958	5458	5958	4150	4500	4850	14	17	20	400	450	500
560	4970	5470	5970	4215	4565	4915	14	17	20	405	455	505
570	4981	5481	5981	4280	4630	4980	14	17	20	410	460	510
580	4993	5493	5993	4345	4695	5045	14	17	20	415	465	515
590	5004	5504	6004	4410	4760	5110	14	17	20	420	470	520
600	5076	5576	6076	4475	4825	5175	14	17	20	425	475	525
610	5147	5647	6147	4540	4890	5240	14	17	20	430	480	530
620	5219	5719	6219	4605	4955	5305	14	17	20	435	485	535
630	5290	5790	6290	4670	5020	5370	14	17	20	440	490	540
640	5362	5862	6362	4735	5085	5435	14	17	20	445	495	545

Population	Middle/Jr. High REFERENCE/ NONFICTION			Middle/Jr. High FICTION			Middle/Jr. High PRINT MAGAZINES			Middle/Jr. High VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
650	5433	5933	6433	4800	5150	5500	14	17	20	450	500	550
660	5505	6005	6505	4865	5215	5565	14	17	20	455	505	555
670	5576	6076	6576	4930	5280	5630	14	17	20	460	510	560
680	5684	6184	6684	4995	5345	5695	14	17	20	465	515	565
690	5719	6219	6719	5060	5410	5760	14	17	20	470	520	570
700	5719	6219	6719	5090	5440	5790	14	17	20	475	525	575
710	5861	6361	6861	5120	5470	5820	14	17	20	480	530	580
720	5932	6432	6932	5150	5500	5850	14	17	20	485	535	585
730	6003	6503	7003	5180	5530	5880	14	17	20	490	540	590
740	6074	6574	7074	5210	5560	5910	14	17	20	495	545	595
750	6144	6644	7144	5240	5590	5940	14	17	20	500	550	600
760	6215	6715	7215	5270	5620	5970	14	17	20	505	555	605
770	6286	6786	7286	5300	5650	6000	14	17	20	510	560	610
780	6357	6857	7357	5330	5680	6030	14	17	20	515	565	615
790	6428	6928	7428	5360	5710	6060	15	18	21	520	570	620
800	6499	6999	7499	5390	5740	6090	15	18	21	522	572	622
810	6570	7070	7570	5420	5770	6120	15	18	21	524	574	624
820	6641	7141	7641	5450	5800	6150	15	18	21	526	576	626
830	6712	7212	7712	5480	5830	6180	15	18	21	528	578	628
840	6783	7283	7783	5510	5860	6210	15	18	21	530	580	630
850	6853	7353	7853	5540	5890	6240	15	18	21	532	582	632
860	6864	7364	7864	5570	5920	6270	15	18	21	534	584	634
870	6875	7375	7875	5600	5950	6300	15	18	21	536	586	636
880	6886	7386	7886	5630	5980	6330	15	18	21	538	588	638
890	6897	7397	7897	5660	6010	6360	15	18	21	540	590	640
900	6908	7408	7908	5690	6040	6390	15	18	21	542	592	642
910	6919	7419	7919	5720	6070	6420	15	18	21	544	594	644
920	6930	7430	7930	5750	6100	6450	15	18	21	546	596	646
930	6941	7441	7941	5780	6130	6480	15	18	21	548	598	648
940	6952	7452	7952	5810	6160	6510	15	18	21	550	600	650
950	6962	7462	7962	5840	6190	6540	15	18	21	552	602	652
960	6973	7473	7973	5870	6220	6570	15	18	21	554	604	654
970	6984	7484	7984	5900	6250	6600	15	18	21	556	606	656
980	6995	7495	7995	5930	6280	6630	15	18	21	558	608	658
990	7006	7506	8006	5960	6310	6660	15	18	21	560	610	660
1000	7017	7517	8017	5990	6340	6690	15	18	21	562	612	662
1010	7028	7528	8028	5995	6345	6695	16	19	22	564	614	664
1020	7038	7538	8038	6000	6350	6700	16	19	22	566	616	666
1030	7049	7549	8049	6005	6355	6705	16	19	22	568	618	668
1040	7059	7559	8059	6010	6360	6710	16	19	22	570	620	670
1050	7070	7570	8070	6015	6365	6715	16	19	22	572	622	672
1060	7081	7581	8081	6020	6370	6720	16	19	22	574	624	674
1070	7091	7591	8091	6025	6375	6725	16	19	22	576	626	676
1080	7102	7602	8102	6030	6380	6730	16	19	22	578	628	678

Population	Middle/Jr. High REFERENCE/ NONFICTION			Middle/Jr. High FICTION			Middle/Jr. High PRINT MAGAZINES			Middle/Jr. High VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1090	7112	7612	8112	6035	6385	6735	16	19	22	580	630	680
1100	7123	7623	8123	6040	6390	6740	16	19	22	582	632	682
1110	7134	7634	8134	6045	6395	6745	16	19	22	584	634	684
1120	7144	7644	8144	6050	6400	6750	16	19	22	586	636	686
1130	7155	7655	8155	6055	6405	6755	16	19	22	588	638	688
1140	7165	7665	8165	6060	6410	6760	16	19	22	590	640	690
1150	7176	7676	8176	6065	6415	6765	16	19	22	592	642	692
1160	7187	7687	8187	6070	6420	6770	16	19	22	594	644	694
1170	7197	7697	8197	6075	6425	6775	16	19	22	596	646	696
1180	7208	7708	8208	6080	6430	6780	16	19	22	598	648	698
1190	7218	7718	8218	6085	6435	6785	16	19	22	600	650	700
1200	7229	7729	8229	6090	6440	6790	16	19	22	602	652	702
1210	7240	7740	8240	6095	6445	6795	16	19	22	604	654	704
1220	7250	7750	8250	6100	6450	6800	16	19	22	606	656	706
1230	7261	7761	8261	6105	6455	6805	16	19	22	608	658	708
1240	7271	7771	8271	6110	6460	6810	16	19	22	610	660	710
1250	7282	7782	8282	6115	6465	6815	16	19	22	612	662	712
1260	7293	7793	8293	6120	6470	6820	16	19	22	614	664	714
1270	7303	7803	8303	6125	6475	6825	16	19	22	616	666	716
1280	7314	7814	8314	6130	6480	6830	16	19	22	618	668	718
1290	7324	7824	8324	6135	6485	6835	16	19	22	620	670	720
1300	7334	7834	8334	6140	6490	6840	16	19	22	621	671	721
1310	7356	7856	8356	6145	6495	6845	17	20	23	622	672	722
1320	7355	7855	8355	6150	6500	6850	17	20	23	623	673	723
1330	7365	7865	8365	6155	6505	6855	17	20	23	624	674	724
1340	7376	7876	8376	6160	6510	6860	17	20	23	625	675	725
1350	6386	6886	7386	6165	6515	6865	17	20	23	626	676	726
1360	7396	7896	8396	6170	6520	6870	17	20	23	627	677	727
1370	7406	7906	8406	6175	6525	6875	17	20	23	628	678	728
1380	7417	7917	8417	6180	6530	6880	17	20	23	629	679	729
1390	7427	7927	8427	6185	6535	6885	17	20	23	630	680	730
1400	7437	7937	8437	6190	6540	6890	17	20	23	631	681	731
1410	7448	7948	8448	6195	6545	6895	17	20	23	632	682	732
1420	7458	7958	8458	6200	6550	6900	17	20	23	633	683	733
1430	7468	7968	8468	6205	6555	6905	17	20	23	634	684	734
1440	7479	7979	8479	6210	6560	6910	17	20	23	635	685	735
1450	7489	7989	8489	6215	6565	6915	17	20	23	636	686	736
1460	7499	7999	8499	6220	6570	6920	17	20	23	637	687	737
1470	7509	8009	8509	6225	6575	6925	17	20	23	638	688	738
1480	7520	8020	8520	6230	6580	6930	17	20	23	639	689	739
1490	7530	8030	8530	6235	6585	6935	17	20	23	640	690	740
1500	7540	8040	8540	6240	6590	6940	17	20	23	641	691	741
1510	7551	8051	8551	6245	6595	6945	17	20	23	642	692	742
1520	7561	8061	8561	6250	6600	6950	17	20	23	643	693	743



Population	Middle/Jr. High REFERENCE/ NONFICTION			Middle/Jr. High FICTION			Middle/Jr. High PRINT MAGAZINES			Middle/Jr. High VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1530	7571	8071	8571	6255	6605	6955	17	20	23	644	694	744
1540	7582	8082	8582	6260	6610	6960	17	20	23	645	695	745
1550	7592	8092	8592	6265	6615	6965	17	20	23	646	696	746
1560	7602	8102	8602	6270	6620	6970	17	20	23	647	697	747
1570	7612	8112	8612	6275	6625	6975	17	20	23	648	698	748
1580	7623	8123	8623	6280	6630	6980	17	20	23	649	699	749
1590	7633	8133	8633	6285	6635	6985	17	20	23	650	700	750
1600	7643	8143	8643	6287	6637	6987	17	20	23	651	701	751
1610	7654	8154	8654	6289	6639	6989	17	20	23	652	702	752
1620	7664	8164	8664	6291	6641	6991	17	20	23	653	703	753
1630	7674	8174	8674	6293	6643	6993	17	20	23	654	704	754
1640	7685	8185	8685	6295	6645	6995	17	20	23	655	705	755
1650	7695	8195	8695	6297	6647	6997	17	20	23	656	706	756
1660	7705	8205	8705	6299	6649	6999	17	20	23	657	707	757
1670	7715	8215	8715	6301	6651	7001	17	20	23	658	708	758
1680	7726	8226	8726	6303	6653	7003	17	20	23	659	709	759
1690	7736	8236	8736	6305	6655	7005	17	20	23	660	710	760
1700	7746	8246	8746	6307	6657	7007	17	20	23	661	711	761

# High School Quantity Tables

## (Effective July 2008)

Levels: B - Basic; E - Expanded; P - Premium

Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
To 250	3070	3445	3820	1500	1850	2200	15	18	21	250	300	350
260	3154	3529	3904	1530	1880	2230	15	18	21	255	305	355
270	3238	3613	3988	1540	1890	2240	15	18	21	260	310	360
280	3322	3697	4072	1550	1900	2250	15	18	21	265	315	365
290	3406	3481	4156	1560	1910	2260	15	18	21	270	320	370
300	3490	3865	4240	1570	1920	2270	15	18	21	275	325	375
310	3574	3949	4324	1580	1930	2280	15	18	21	280	330	380
320	3658	4033	4408	1590	1940	2290	15	18	21	285	335	385
330	3742	4117	4492	1600	1950	2300	15	18	21	290	340	390
340	3826	4201	4576	1610	1960	2310	15	18	21	295	345	395
350	3910	4285	4660	1620	1970	2320	15	18	21	300	350	400
360	3994	4369	4744	1630	1980	2330	15	18	21	305	355	405
370	4078	4453	4828	1640	1990	2340	15	18	21	310	360	410
380	4162	4537	4912	1650	2000	2350	16	19	22	315	365	415
390	4246	4621	4996	1660	2010	2360	16	19	22	320	370	420
400	4330	4705	5080	1670	2020	2370	16	19	22	325	375	425
410	4414	4789	5164	1680	2030	2380	16	19	22	330	380	430
420	4498	4873	5248	1690	2040	2390	16	19	22	335	385	435
430	4582	4957	4332	1700	2050	2400	16	19	22	340	390	440
440	4666	5041	5416	1710	2060	2410	16	19	22	345	395	445
450	4750	5125	5500	1720	2070	2420	16	19	22	350	400	450
460	4834	5209	5584	1730	2080	2430	16	19	22	355	405	455
470	4918	5293	5668	1740	2090	2440	16	19	22	360	410	460
480	5002	5377	5752	1750	2100	2450	16	19	22	365	415	465
490	5086	5461	5836	1760	2110	2460	16	19	22	370	420	470
500	5178	5523	5898	1790	2140	2490	16	19	22	375	425	475
510	5210	5585	5960	1820	2170	2520	16	19	22	380	430	480
520	5272	5647	6022	1850	2200	2550	16	19	22	385	435	485
530	5334	5709	6084	1880	2230	2580	16	19	22	390	440	490
540	5396	5771	6146	1910	2260	2610	16	19	22	395	445	495
550	5458	5833	6208	1940	2290	2640	16	19	22	400	450	500
560	5520	5895	6270	1970	2320	2670	17	20	23	405	455	505
570	5582	5957	6332	2000	2350	2700	17	20	23	410	460	510
580	5644	6019	6394	2030	2380	2730	17	20	23	415	465	515
590	5706	6181	6456	2060	2410	2760	17	20	23	420	470	520
600	5768	6143	6518	2090	2440	2790	17	20	23	425	475	525
610	5830	6205	6580	2120	2470	2820	17	20	23	430	480	530
620	5892	6267	6642	2150	2500	2850	17	20	23	435	485	535
630	5954	6329	6704	2180	2530	2880	17	20	23	440	490	540
640	6016	6391	6766	2210	2560	2910	17	20	23	445	495	545

Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
650	6078	6453	6828	2240	2590	2940	17	20	23	450	500	550
660	6140	6515	6890	2270	2620	2970	17	20	23	455	505	555
670	6202	6577	6952	2300	2650	3000	17	20	23	460	510	560
680	6264	6639	7014	2330	2680	3030	17	20	23	465	515	565
690	6326	6701	7076	2360	2710	3060	17	20	23	470	520	570
700	6388	6763	7138	2390	2740	3090	17	20	23	475	525	575
710	6450	6825	7200	2420	2770	3120	17	20	23	480	530	580
720	6512	6887	7262	2450	2800	3150	17	20	23	485	535	585
730	6574	6949	7324	2480	2830	3180	17	20	23	490	540	590
740	6636	7011	7386	2510	2860	3210	17	20	23	495	545	595
750	6698	7073	7448	2540	2890	3240	17	20	23	500	550	600
760	6760	7135	7510	2570	2920	3270	17	20	23	505	555	605
770	6822	7197	7572	2600	2950	3300	17	20	23	510	560	610
780	6884	7259	7634	2630	2980	3330	17	20	23	515	565	615
790	6946	7321	7696	2660	3010	3360	17	20	23	520	570	620
800	6987	7362	7737	2670	3020	3370	17	20	23	522	572	622
810	7028	7403	7778	2672	3022	3372	18	21	24	524	574	624
820	7069	7444	7819	2674	3024	3374	18	21	24	526	576	626
830	7110	7485	7860	2676	3026	3376	18	21	24	528	578	628
840	7151	7526	7901	2678	3028	3378	18	21	24	530	580	630
850	7192	7567	7942	2680	3030	3380	18	21	24	532	582	632
860	7233	7608	7983	2682	3032	3382	18	21	24	534	584	634
870	7274	7649	8024	2684	3034	3384	18	21	24	536	586	636
880	7315	7690	8065	2686	3036	3386	18	21	24	538	588	638
890	7356	7731	8106	2688	3038	3388	18	21	24	540	590	640
900	7397	7772	8147	2690	3040	3390	18	21	24	542	592	642
910	7438	7813	8188	2692	3042	3392	18	21	24	544	594	644
920	7479	7854	8229	2694	3044	3394	18	21	24	546	596	646
930	7520	7895	8270	2696	3046	3396	18	21	24	548	598	648
940	7561	7936	8311	2698	3048	3398	18	21	24	550	600	650
950	7602	7977	8352	2700	3050	3400	18	21	24	552	602	652
960	7643	8018	8393	2702	3052	3402	18	21	24	554	604	654
970	7684	8059	8434	2704	3054	3404	18	21	24	556	606	656
980	7725	8100	8475	2706	3056	3406	18	21	24	558	608	658
990	7766	8141	8516	2708	3058	3408	19	22	25	560	610	660
1000	7807	8182	8557	2710	3060	3410	19	22	25	562	612	662
1010	7848	8223	8598	2712	3062	3412	19	22	25	564	614	664
1020	7889	8264	8639	2714	3064	3414	19	22	25	566	616	666
1030	7930	8305	8680	2716	3066	3416	19	22	25	568	618	668
1040	7971	8346	8721	2718	3068	3418	19	22	25	570	620	670
1050	8012	8387	8762	2720	3070	3420	19	22	25	572	622	672
1060	8053	8428	8803	2722	3072	3422	19	22	25	574	624	674
1070	8094	8469	8844	2724	3074	3424	19	22	25	576	626	676
1080	8135	8510	8885	2726	3076	3426	19	22	25	578	628	678

Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1090	8176	8551	8926	2728	3078	3428	19	22	25	580	630	680
1100	8196	8571	8946	2730	3080	3430	19	22	25	582	632	682
1110	8216	8591	8966	2732	3082	3432	19	22	25	584	634	684
1120	8237	8612	8987	2734	3084	3434	19	22	25	586	636	686
1130	8257	8632	9007	2736	3086	3436	19	22	25	588	638	688
1140	8277	8652	9027	2738	3088	3438	19	22	25	590	640	690
1150	8297	8672	9047	2740	3090	3440	19	22	25	592	642	692
1160	8317	8692	9067	2742	3092	3442	19	22	25	594	644	694
1170	8338	8713	9088	2744	3094	3444	20	23	25	596	646	696
1180	8358	8733	9108	2746	3096	3446	20	23	25	598	648	698
1190	8378	8753	9128	2748	3098	3448	20	23	25	600	650	700
1200	8398	8773	9148	2750	3100	3450	20	23	25	602	652	702
1210	8418	8793	9168	2752	3102	3452	20	23	25	604	654	704
1220	8439	8814	9189	2754	3104	3454	20	23	25	606	656	706
1230	8459	8834	9209	2756	3106	3456	20	23	25	608	658	708
1240	8479	8854	9229	2758	3108	3458	20	23	25	610	660	710
1250	8499	8874	9249	2760	3110	3460	20	23	25	612	662	712
1260	8519	8894	9269	2762	3112	3462	20	23	25	614	664	714
1270	8540	8915	9290	2764	3114	3464	20	23	25	616	666	716
1280	9560	8935	9310	2766	3116	3466	20	23	25	618	668	718
1290	8580	8955	9330	2768	3118	3468	20	23	25	620	670	720
1300	8600	8975	9350	2770	3120	3470	20	23	25	622	672	722
1310	8620	8995	9370	2772	3122	3472	20	23	25	624	674	724
1320	8641	9016	9391	2774	3124	3474	20	23	25	626	676	726
1330	8661	9036	9411	2776	3126	3476	20	23	25	628	678	728
1340	8681	9056	9431	2778	3128	3478	20	23	25	630	680	730
1350	8701	9076	9451	2780	3130	3480	20	23	25	632	682	732
1360	8721	9096	9471	2782	3132	3482	20	23	25	634	684	734
1370	8742	9117	9492	2784	3134	3484	20	23	25	636	686	736
1380	8762	9137	9512	2786	3136	3486	20	23	25	638	688	738
1390	8762	9157	9532	2788	3138	3488	20	23	25	640	690	740
1400	8782	9167	9542	2790	3140	3490	20	23	26	642	692	742
1410	8792	9177	9552	2792	3142	3492	21	24	27	644	694	744
1420	8803	9188	9563	2794	3144	3494	21	24	27	646	696	746
1430	8813	9198	9573	2796	3146	3496	21	24	27	648	698	748
1440	8823	9208	9583	2798	3148	3498	21	24	27	650	700	750
1450	8833	9218	9593	2800	3150	3500	21	24	27	652	702	752
1460	8843	9228	9603	2802	3152	3502	21	24	27	654	704	754
1470	8853	9238	9613	2804	3154	3504	21	24	27	656	706	756
1480	8863	9248	9623	2806	3156	3506	21	24	27	658	708	758
1490	8873	9258	9633	2808	3158	3508	21	24	27	660	710	760
1500	8883	9268	9643	2810	3160	3510	21	24	27	662	712	762
1510	8893	9278	9653	2812	3162	3512	21	24	27	664	714	764
1520	8903	9288	9663	2814	3164	3514	21	24	27	666	716	766

Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1530	8913	9298	9673	2816	3166	3516	21	24	27	668	718	768
1540	8923	9308	9683	2818	3168	3518	21	24	27	670	720	770
1550	8933	9318	9693	2820	3170	3520	21	24	27	672	722	772
1560	8943	9328	9703	2822	3172	3522	21	24	27	674	724	774
1570	8953	9338	9713	2824	3174	3524	21	24	27	676	726	776
1580	8963	9348	9723	2826	3176	3526	21	24	27	678	728	778
1590	8973	9358	9733	2828	3178	3528	22	25	28	680	730	780
1600	8983	9368	9743	2830	3180	3530	22	25	28	682	732	782
1610	8993	9378	9753	2832	3182	3532	22	25	28	684	734	784
1620	9003	9388	9763	2834	3184	3534	22	25	28	686	736	786
1630	9013	9398	9773	2836	3186	3536	22	25	28	688	738	788
1640	9023	9408	9783	2838	3188	3538	22	25	28	690	740	790
1650	9033	9418	9793	2840	3190	3540	22	25	28	692	742	792
1660	9043	9428	9803	2842	3192	3542	22	25	28	694	744	794
1670	9053	9438	9813	2844	3194	3544	22	25	28	696	746	796
1680	9063	9448	9823	2846	3196	3546	22	25	28	698	748	798
1690	9073	9458	9833	2848	3198	3548	22	25	28	700	750	800
1700	9076	9461	9836	2850	3200	3550	22	25	28	702	752	802
1710	9079	9464	9839	2852	3202	3552	22	25	28	704	754	804
1720	9082	9467	9842	2854	3204	3554	22	25	28	706	756	806
1730	9085	9470	9845	2856	3206	3556	22	25	28	708	758	808
1740	9088	9473	9848	2858	3208	3558	22	25	28	710	760	810
1750	9091	9476	9851	2860	3210	3560	22	25	28	712	762	812
1760	9094	9479	9854	2862	3212	3562	22	25	28	714	764	814
1770	9097	9482	9857	2864	3214	3564	23	26	29	716	766	816
1780	9100	9485	9860	2866	3216	3566	23	26	29	718	768	818
1790	9103	9488	9863	2868	3218	3568	23	26	29	720	770	820
1800	9106	9491	9866	2870	3220	3570	23	26	29	722	772	822
1810	9109	9494	9869	2872	3222	3572	23	26	29	724	774	824
1820	9112	9497	9872	2874	3224	3574	23	26	29	726	776	826
1830	9115	9500	9875	2876	3226	3576	23	26	29	728	778	828
1840	9117	9502	9877	2878	3228	3578	23	26	29	730	780	830
1850	9119	9504	9879	2880	3230	3580	23	26	29	732	782	832
1860	9121	9506	9881	2882	3232	3582	23	26	29	734	784	834
1870	9123	9508	9883	2884	3234	3584	23	26	29	736	786	836
1880	9125	9510	9885	2886	3236	3586	23	26	29	738	788	838
1890	9127	9512	9887	2888	3238	3588	23	26	29	740	790	840
1900	9129	9514	9889	2890	3240	3590	23	26	29	742	792	842
1910	9131	9516	9891	2892	3242	3592	23	26	29	744	794	844
1920	9133	9518	9893	2894	3244	3594	23	26	29	746	796	846
1930	9135	9520	9895	2896	3246	3596	23	26	29	748	798	848
1940	9137	9522	9897	2898	3248	3598	23	26	29	750	800	850
1950	9139	9524	9899	2900	3250	3600	23	26	29	752	802	852
1960	9141	9526	9901	2902	3252	3602	23	26	29	754	804	854



Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
1970	9143	9528	9903	2904	3254	3604	23	26	29	756	806	856
1980	9145	9530	9905	2906	3256	3606	23	26	29	758	808	858
1990	9147	9532	9907	2908	3258	3608	23	26	29	760	810	860
2000	9149	9534	9909	2910	3260	3610	23	26	29	761	811	861
2010	9151	9536	9911	2912	3262	3612	24	27	30	762	812	862
2020	9153	9538	9913	2914	3264	3614	24	27	30	763	813	863
2030	9155	9540	9915	2916	3266	3616	24	27	30	764	814	864
2040	9157	9542	9917	2918	3268	3618	24	27	30	765	815	865
2050	9159	9544	9919	2920	3270	3620	24	27	30	766	816	866
2060	9161	9546	9921	2922	3272	3622	24	27	30	767	817	867
2070	9163	9548	9923	2924	3274	3624	24	27	30	768	818	868
2080	9165	9550	9925	2926	3276	3626	24	27	30	769	819	869
2090	9167	9552	9927	2928	3278	3628	24	27	30	770	820	870
2100	9169	9554	9929	2930	3280	3630	24	27	30	771	821	871
2110	9171	9556	9931	2932	3282	3632	24	27	30	772	822	872
2120	9173	9558	9933	2934	3284	3634	24	27	30	773	823	873
2130	9175	9560	9935	2936	3286	3636	24	27	30	774	824	874
2140	9177	9562	9937	2938	3288	3638	24	27	30	775	825	875
2150	9179	9564	9939	2940	3290	3640	24	27	30	776	826	876
2160	9181	9566	9941	2942	3292	3642	24	27	30	777	827	877
2170	9183	9568	9943	2944	3294	3644	24	27	30	778	828	878
2180	9185	9570	9945	2946	3296	3646	24	27	30	779	829	879
2190	9187	9572	9947	2948	3298	3648	24	27	30	780	830	880
2200	9189	9574	9949	2950	3300	3650	24	27	30	781	831	881
2210	9191	9576	9951	2952	3302	3652	24	27	30	782	832	882
2220	9193	9578	9953	2954	3304	3654	24	27	30	783	833	883
2230	9195	9580	9955	2956	3306	3656	24	27	30	784	834	884
2240	9197	9582	9957	2958	3308	3658	24	27	30	785	835	885
2250	9199	9584	9959	2960	3310	3660	24	27	30	786	836	886
2260	9201	9586	9961	2962	3312	3662	24	27	30	787	837	887
2270	9203	9588	9963	2964	3314	3664	25	28	31	788	838	888
2280	9205	9590	9965	2966	3316	3666	25	28	31	789	839	889
2290	9207	9592	9967	2968	3318	3668	25	28	31	790	840	890
2300	9210	9595	9970	2970	3320	3670	25	28	31	791	841	891
2310	9213	9598	9973	2972	3322	3672	25	28	31	792	842	892
2320	9216	9601	9976	2974	3324	3674	25	28	31	793	843	893
2330	9219	9604	9979	2976	3326	3676	25	28	31	794	844	894
2340	9222	9607	9982	2978	3328	3678	25	28	31	795	845	895
2350	9225	9610	9985	2980	3330	3680	25	28	31	796	846	896
2360	9228	9613	9988	2982	3332	3682	25	28	31	797	847	897
2370	9231	9616	9991	2984	3334	3684	25	28	31	798	848	898
2380	9233	9618	9993	2986	3336	3686	25	28	31	799	849	899
2390	9235	9620	9995	2988	3338	3688	25	28	31	800	850	900
2400	9237	9622	9997	2990	3340	3690	25	28	31	801	851	901

Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
2410	9239	9624	9999	2992	3342	3692	25	28	31	802	852	902
2420	9241	9626	10001	2994	3344	3694	25	28	31	803	853	903
2430	9243	9628	10003	2996	3346	3696	25	28	31	804	854	904
2440	9245	9630	10005	2998	3348	3698	25	28	31	805	855	905
2450	9247	9632	10007	3000	3350	3700	25	28	31	806	856	906
2460	9249	9634	10009	3002	3352	3702	25	28	31	807	857	907
2470	9251	9636	10011	3004	3354	3704	25	28	31	808	858	908
2480	9253	9638	10013	3006	3356	3706	25	28	31	809	859	909
2490	9255	9640	10015	3008	3358	3708	25	28	31	810	860	910
2500	9257	9642	10017	3010	3360	3710	25	28	31	811	861	911
2510	9259	9644	10019	3012	3362	3712	25	28	31	812	862	912
2520	9261	9646	10021	3014	3364	3714	25	28	31	813	863	913
2530	9263	9648	10023	3016	3366	3716	25	28	31	814	864	914
2540	9265	9650	10025	3018	3368	3718	25	28	31	815	865	915
2550	9267	9652	10027	3020	3370	3720	25	28	31	816	866	916
2560	9269	9654	10029	3022	3372	3722	25	28	31	817	867	917
2570	9271	9656	10031	3024	3374	3724	26	29	32	818	868	918
2580	9273	9658	10033	3026	3376	3726	26	29	32	819	869	919
2590	9275	9660	10035	3028	3378	3728	26	29	32	820	870	920
2600	9278	9663	10038	3030	3380	3730	26	29	32	821	871	921
2610	9280	9665	10040	3032	3382	3732	26	29	32	822	872	922
2620	9282	9667	10042	3034	3384	3734	26	29	32	823	873	923
2630	9284	9669	10044	3036	3386	3736	26	29	32	824	874	924
2640	9286	9671	10046	3038	3388	3738	26	29	32	825	875	925
2650	9288	9673	10048	3040	3390	3740	26	29	32	826	876	926
2660	9290	9675	10050	3042	3392	3742	26	29	32	827	877	927
2670	9292	9677	10052	3044	3394	3744	26	29	32	828	878	928
2680	9294	9679	10054	3046	3396	3746	26	29	32	829	879	929
2690	9296	9681	10056	3048	3398	3748	26	29	32	830	880	930
2700	9298	9683	10058	3050	3400	3750	26	29	32	831	881	931
2710	9301	9686	10061	3052	3402	3752	26	29	32	832	882	932
2720	9303	9688	10063	3054	3404	3754	26	29	32	833	883	933
2730	9305	9690	10065	3056	3406	3756	26	29	32	834	884	934
2740	9307	9692	10067	3058	3408	3758	26	29	32	835	885	935
2750	9309	9694	10069	3060	3410	3760	26	29	32	836	886	936
2760	9311	9696	10071	3062	3412	3762	26	29	32	837	887	937
2770	9313	9698	10073	3064	3414	3764	26	29	32	838	888	938
2780	9316	9701	10076	3066	3416	3766	26	29	32	839	889	939
2790	9318	9703	10078	3068	3418	3768	26	29	32	840	890	940
2800	9320	9705	10080	3070	3420	3770	26	29	32	841	891	941
2810	9322	9707	10082	3072	3422	3772	26	29	32	842	892	942
2820	9324	9709	10084	3074	3424	3774	26	29	32	843	893	943
2830	9326	9711	10086	3076	3426	3776	26	29	32	844	894	944
2840	9329	9714	10089	3078	3428	3778	26	29	32	845	895	945

Population	High School REFERENCE/ NONFICTION			High School FICTION			High School PRINT MAGAZINES			High School VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
2850	9331	9716	10091	3080	3430	3780	26	29	32	846	896	946
2860	9333	9718	10093	3082	3432	3782	26	29	32	847	897	947
2870	9335	9720	10095	3084	3434	3784	26	29	32	848	898	948
2880	9338	9723	10098	3086	3436	3786	26	29	32	849	899	949
2890	9341	9726	10101	3088	3438	3788	26	29	32	850	900	950
2900	9344	9729	10104	3090	3440	3790	26	29	32	851	901	951
2910	9346	9731	10106	3092	3442	3792	26	29	32	852	902	952
2920	9348	9733	10108	3094	3444	3794	26	29	32	853	903	953
2930	9350	9735	10110	3096	3446	3796	26	29	32	854	904	954
2940	9352	9737	10112	3098	3448	3798	26	29	32	855	905	955
2950	9354	9739	10114	3100	3450	3800	26	29	32	856	906	956
2960	9356	9741	10116	3102	3452	3802	26	29	32	857	907	957
2970	9358	9743	10118	3104	3454	3804	27	30	33	858	908	958
2980	9360	9745	10120	3106	3456	3806	27	30	33	859	909	959
2990	9362	9747	10122	3108	3458	3808	27	30	33	860	910	960
3000	9364	9749	10124	3110	3460	3810	27	30	33	861	911	961
3010	9366	9751	10126	3112	3462	3812	27	30	33	862	912	962
3020	9368	9753	10128	3114	3464	3814	27	30	33	863	913	963
3030	9371	9756	10131	3116	3466	3816	27	30	33	864	914	964
3040	9374	9759	10134	3118	3468	3818	27	30	33	865	915	965
3050	9377	9762	10137	3120	3470	3820	27	30	33	866	916	966
3060	9380	9765	10140	3122	3472	3822	27	30	33	867	917	967
3070	9383	9768	10143	3124	3474	3824	27	30	33	868	918	968
3080	9385	9770	10145	3126	3476	3826	27	30	33	869	919	969
3090	9387	9772	10147	3128	3478	3828	27	30	33	870	920	970
3100	9389	9774	10149	3130	3480	3830	27	30	33	871	921	971
3110	9391	9776	10151	3132	3482	3832	27	30	33	872	922	972
3120	9393	9778	10153	3134	3484	3834	27	30	33	873	923	973
3130	9395	9780	10155	3136	3486	3836	27	30	33	874	924	974
3140	9397	9782	10157	3138	3488	3838	27	30	33	875	925	975
3150	9399	9784	10159	3140	3490	3840	27	30	33	876	926	976
3160	9401	9786	10161	3142	3492	3842	27	30	33	877	927	977
3170	9403	9788	10163	3144	3494	3844	27	30	33	878	928	978
3180	9405	9790	10165	3146	3496	3846	27	30	33	879	929	979
3190	9407	9792	10167	3148	3498	3848	27	30	33	880	930	980

# K-12 School Quantity Tables

## (Effective July 2008)

Levels: B - Basic; E - Expanded; P - Premium

Population	K-12 REFERENCE/ NONFICTION			K-12 FICTION			K-12 PRINT MAGAZINES			K-12 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
To 250	3900	4625	5350	2500	2850	3200	9	12	15	250	300	350
260	4010	4735	5460	2565	2915	3265	9	12	15	255	305	355
270	4120	4845	5570	2630	2980	3330	9	12	15	260	310	360
280	4230	4955	5680	2695	3045	3395	9	12	15	265	315	365
290	4340	5065	5790	2760	3110	3460	9	12	15	270	320	370
300	4450	5175	5900	2825	3175	3525	9	12	15	275	325	375
310	4560	5285	6010	2890	3240	3590	9	12	15	280	330	380
320	4670	5395	6120	2955	3305	3655	9	12	15	285	335	385
330	4780	5505	6230	3020	3370	3720	9	12	15	290	340	390
340	4890	5615	6340	3085	3435	3785	9	12	15	295	345	395
350	5000	5725	6450	3150	3500	3850	9	12	15	300	350	400
360	5110	5835	6560	3215	3565	3915	9	12	15	305	355	405
370	5220	5945	6670	3280	3630	3980	10	13	16	310	360	410
380	5330	6055	6780	3345	3695	4045	10	13	16	315	365	415
390	5440	6165	6890	3410	3760	4110	10	13	16	320	370	420
400	5550	6275	7000	3475	3825	4175	10	13	16	325	375	425
410	5660	6385	7110	3540	3890	4240	10	13	16	330	380	430
420	5770	6495	7220	3605	3955	4305	10	13	16	335	385	435
430	5880	6605	7330	3670	4020	4370	10	13	16	340	390	440
440	5990	6715	7440	3735	4085	4435	10	13	16	345	395	445
450	6100	6825	7550	3800	4150	4500	10	13	16	350	400	450
460	6210	6935	7660	3865	4215	4565	10	13	16	355	405	455
470	6320	7045	7770	3930	4280	4630	10	13	16	360	410	460
480	6430	7155	7880	3995	4345	4695	10	13	16	365	415	465
490	6540	7265	7990	4060	4410	4760	10	13	16	370	420	470
500	6630	7355	8080	4100	4450	4800	10	13	16	375	425	475
510	6719	7444	8169	4140	4490	4840	10	13	16	380	430	480
520	6808	7533	8258	4180	4530	4880	10	13	16	385	435	485
530	6897	7622	8347	4220	4570	4920	10	13	16	390	440	490
540	6986	7711	8436	4260	4610	4960	10	13	16	395	445	495
550	7075	7800	8525	4300	4650	5000	11	14	17	400	450	500
560	7114	7839	8564	4340	4690	5040	11	14	17	405	455	505
570	7153	7878	8603	4380	4730	5080	11	14	17	410	460	510
580	7192	7917	8642	4420	4770	5120	11	14	17	415	465	515
590	7231	7956	8681	4460	4810	5160	11	14	17	420	470	520
600	7320	8045	8770	4500	4850	5200	11	14	17	425	475	525
610	7409	8134	8859	4540	4890	5240	11	14	17	430	480	530
620	7498	8223	8948	4580	4930	5280	11	14	17	435	485	535
630	7587	8312	9037	4620	4970	5320	11	14	17	440	490	540
640	7676	8401	9126	4660	5010	5360	11	14	17	445	495	545
650	7745	8470	9195	4700	5050	5400	11	14	17	450	500	550

Population	K-12 REFERENCE/ NONFICTION			K-12 FICTION			K-12 PRINT MAGAZINES			K-12 VISUALS		
	B	E	P	B	E	P	B	E	P	B	E	P
660	7814	8539	9264	4740	5090	5440	11	14	17	455	505	555
670	7883	8608	9333	4780	5130	5480	11	14	17	460	510	560
680	7952	8677	9402	4820	5170	5520	11	14	17	465	515	565
690	8021	8746	9471	4860	5210	5560	11	14	17	470	520	570
700	8090	8815	9540	4900	5250	5600	11	14	17	475	525	575
710	8159	8884	9609	4940	5290	5640	11	14	17	480	530	580
720	8228	8953	9678	4980	5330	5680	11	14	17	485	535	585
730	8297	9022	9747	5020	5370	5720	11	14	17	490	540	590
740	8366	9091	9816	5060	5410	5760	11	14	17	495	545	595
750	8435	9160	9885	5100	5450	5800	11	14	17	500	550	600
760	8504	9229	9954	5140	5490	5840	11	14	17	505	555	605
770	8573	9298	10023	5180	5530	5880	11	14	17	510	560	610
780	8642	9367	10092	5220	5570	5920	11	14	17	515	565	615
790	8711	9436	10161	5260	5610	5960	11	14	17	520	570	620
800	8756	9481	10206	5270	5620	5970	12	15	18	522	572	622
810	8802	9527	10252	5280	5630	5980	12	15	18	524	574	624
820	8848	9573	10298	5290	5640	5990	12	15	18	526	576	626
830	8894	9619	10344	5300	5650	6000	12	15	18	528	578	628
840	8940	9665	10390	5310	5660	6010	12	15	18	530	580	630
850	8986	9711	10436	5320	5670	6020	12	15	18	532	582	632
860	9032	9757	10482	5330	5680	6030	12	15	18	534	584	634
870	9078	9803	10528	5340	5690	6040	12	15	18	536	586	636
880	9124	9849	10574	5350	5700	6050	12	15	18	538	588	638
890	9170	9895	10620	5360	5710	6060	12	15	18	540	590	640
900	9216	9941	10666	5370	5720	6070	12	15	18	542	592	642
910	9262	9987	10712	5380	5730	6080	12	15	18	544	594	644
920	9308	10033	10758	5390	5740	6090	12	15	18	546	596	646
930	9354	10079	10804	5400	5750	6100	12	15	18	548	598	648
940	9400	10125	10850	5410	5760	6110	12	15	18	550	600	650
950	9446	10171	10896	5420	5770	6120	12	15	18	552	602	652
960	9492	10217	10942	5430	5780	6130	12	15	18	554	604	654
970	9538	10263	10988	5440	5790	6140	12	15	18	556	606	656
980	9584	10309	11034	5450	5800	6150	13	16	19	558	608	658
990	9630	10355	11080	5460	5810	6160	13	16	19	560	610	660
1000	9676	10401	11126	5470	5820	6170	13	16	19	562	612	662
1010	9722	10447	11172	5480	5830	6180	13	16	19	564	614	664
1020	9768	10493	11218	5490	5840	6190	13	16	19	566	616	666
1030	9814	10539	11264	5500	5850	6200	13	16	19	568	618	668
1040	9860	10585	11310	5510	5860	6210	13	16	19	570	620	670
1050	9906	10631	11356	5520	5870	6220	13	16	19	572	622	672
1060	9952	10677	11402	5530	5880	6230	13	16	19	574	624	674
1070	9998	10723	11448	5540	5890	6240	13	16	19	576	626	676
1080	10044	10769	11494	5550	5900	6250	13	16	19	578	628	678
1090	10090	10815	11540	5560	5910	6260	13	16	19	580	630	680



# Professional Materials – All Grade Levels (Effective July 2008)

Levels: B - Basic; E - Expanded; P - Premium

Staff Population	PROFESSIONAL BOOKS, ETC.			PRINT PROFESSIONAL MAGAZINES/ JOURNALS		
	B	E	P	B	E	P
To 60	30	40	50	4	5	6
61	30	40	51	4	5	6
62	30	40	52	4	5	6
63	30	40	53	4	5	6
64	30	40	54	4	5	6
65	30	40	55	4	5	6
66	30	40	56	4	5	6
67	30	40	57	4	5	6
68	30	40	58	4	5	6
69	30	40	59	4	5	6
70	30	40	60	4	5	6
71	30	40	61	4	5	6
72	30	40	62	4	5	6
73	30	40	63	4	5	6
74	30	40	64	4	5	6
75	30	40	65	4	5	6
76	30	40	66	4	5	6
77	30	40	67	4	5	6
78	30	40	68	4	5	6
79	30	40	69	4	5	6
80	30	40	70	5	6	7
81	30	41	71	5	6	7
82	30	41	72	5	6	7
83	30	42	73	5	6	7
84	30	42	74	5	6	7
85	30	43	75	5	6	7
86	30	43	76	5	6	7
87	30	44	77	5	6	7
88	30	45	78	5	6	7
89	30	45	79	5	6	7
90	30	46	80	5	6	7
91	30	46	81	5	6	7
92	30	47	82	5	6	7
93	31	47	83	5	6	7
94	31	48	84	5	6	7
95	31	48	85	5	6	7
96	32	49	86	5	6	7
97	32	49	87	5	6	7
98	32	50	88	5	6	7
99	33	50	89	5	6	7

Staff Population	PROFESSIONAL BOOKS, ETC.			PRINT PROFESSIONAL MAGAZINES/ JOURNALS		
	B	E	P	B	E	P
100	33	51	90	6	7	8
101	33	51	91	6	7	8
102	34	52	92	6	7	8
103	34	52	93	6	7	8
104	34	53	94	6	7	8
105	35	53	95	6	7	8
106	35	54	96	6	7	8
107	35	54	97	6	7	8
108	36	55	98	6	7	8
109	36	55	99	6	7	8
110	36	56	100	6	7	8
111	37	56	101	6	7	8
112	37	57	102	6	7	8
113	37	57	103	6	7	8
114	38	58	104	6	7	8
115	38	58	105	6	7	8
116	38	59	106	6	7	8
117	39	59	107	6	7	8
118	39	60	108	6	7	8
119	39	60	109	6	7	8
120	40	61	110	6	7	8
121	40	61	111	6	7	8
122	40	62	112	6	7	8
123	41	62	113	6	7	8
124	41	63	114	6	7	8
125	41	63	115	6	7	8
126	42	64	116	6	7	8
127	42	64	117	6	7	8
128	42	65	118	6	7	8
129	43	65	119	6	7	8
130	43	66	120	6	7	8
131	43	66	121	6	7	8
132	44	67	122	6	7	8
133	44	67	123	6	7	8
134	44	68	124	6	7	8
135	45	68	125	6	7	8
136	45	69	126	6	7	8
137	45	69	127	6	7	8
138	46	70	128	6	7	8
139	46	70	129	6	7	8

Staff Population	PROFESSIONAL BOOKS, ETC.			PRINT PROFESSIONAL MAGAZINES/ JOURNALS		
	B	E	P	B	E	P
140	46	71	130	6	7	8
141	47	71	131	6	7	8
142	47	72	132	6	7	8
143	47	72	133	6	7	8
144	48	73	134	6	7	8
145	48	73	135	6	7	8
146	48	74	136	6	7	8
147	49	74	137	6	7	8
148	49	75	138	6	7	8
149	49	75	139	6	7	8
150	50	76	140	6	7	8
151	50	76	141	6	7	8
152	50	77	142	6	7	8
153	51	77	143	6	7	8
154	51	78	144	6	7	8
155	51	78	145	6	7	8
156	52	79	146	6	7	8
157	52	79	147	6	7	8
158	52	80	148	6	7	8
159	53	80	149	6	7	8
160	53	81	150	6	7	8
161	53	81	151	6	7	8
162	54	82	152	6	7	8
163	54	82	153	6	7	8
164	54	83	154	6	7	8
165	55	83	155	6	7	8
166	55	84	156	6	7	8
167	55	84	157	6	7	8
168	56	85	158	6	7	8
169	56	85	159	6	7	8
170	56	86	160	7	8	9

Staff Population	PROFESSIONAL BOOKS, ETC.			PRINT PROFESSIONAL MAGAZINES/ JOURNALS		
	B	E	P	B	E	P
171	57	86	161	7	8	9
172	57	87	162	7	8	9
173	57	87	163	7	8	9
174	58	88	164	7	8	9
175	58	88	165	7	8	9
176	58	89	166	7	8	9
177	59	89	167	7	8	9
178	59	90	168	7	8	9
179	59	90	169	7	8	9
180	60	91	170	7	8	9
181	60	91	171	7	8	9
182	60	92	172	7	8	9
183	60	92	173	7	8	9
184	61	93	174	7	8	9
185	61	93	175	7	8	9
186	61	94	176	7	8	9
187	62	94	177	7	8	9
188	62	95	178	7	8	9
189	62	95	179	7	8	9
190	63	96	180	7	8	9
191	63	96	181	7	8	9
192	63	97	182	7	8	9
193	64	97	183	7	8	9
194	64	98	184	7	8	9
195	64	98	185	7	8	9
196	65	99	186	7	8	9
197	65	99	187	7	8	9
198	65	100	188	7	8	9
199	66	100	189	7	8	9
200	66	100	190	7	8	9

# Missouri School Improvement Program (MSIP)

## Fourth Cycle Standards and Indicators

### 6.8 Library media center (LMC) resources and services are an integral part of the instructional program.

1. The library media staff collaborates with the instructional staff to integrate library media resources into the curriculum.
  - Resources are selected by the library media specialist with input from students and faculty.
  - The library media specialist and teachers jointly plan and deliver instruction to integrate information literacy skills into the curriculum, as outlined either in a library skills guide or in other appropriate curriculum guides.
  - The library media specialist assists all student populations and staff with individual and class projects.
  - Each LMC is readily available and accessible to all students and staff throughout the school day, before and after school, and throughout the school year. A flexible LMC schedule is in effect at all levels.
  - Each LMC uses educational/informational technology to provide users access to internal and external resources (e.g., community resources, the Internet, on-line data bases, computer networks).
2. The LMC policy and procedures handbook is cooperatively developed and includes:
  - program objectives aligned with the district's CSIP and student performance data,
  - evaluative criteria for the LMC program,
  - board-adopted policies for confidentiality, copyrights, selection, reconsideration, an acceptable use policy for accessing the Internet, and an intellectual access policy for all LMC resources which have been reviewed within the last five years.
3. Each LMC annually reviews its resource collection using the following guidelines:
  - All materials are cataloged, classified, and processed.
  - An electronic catalog and circulation system is in place.
  - Collection-analysis evaluation techniques, including culturally-diverse/equity criteria and criteria directly related to identified instructional needs, are used to identify specific strengths and weaknesses of the resource collection and to guide new purchases.
  - The criteria outlined in the state's library media standards publication are used to evaluate the collection and complete the Core Data reports on LMC resources.
4. The district addresses needs related to the LMC facilities, the resource collection, staffing, and research and information-skills instruction in its CSIP.



# 2008 Standards Committee

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